REPORT RESUMES

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PROCEDURES FOR PHYSICAL FACILITY AND UTILIZATION STUDIES.
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EFFECTIVELY PLANNING THE BUILDINGS NECESSARY FOR AN INSTITUTION OF HIGHER EDUCATION TO ACHIEVE ITS DESIRED GOALS REQUIRES SYSTEMATIC METHODOLOGY FOR GATHERING ACCURATE INFORMATION ON WHAT FACILITIES ARE AVAILABLE AND HOW THE FACILITIES ARE PRESENTLY BEING USED BY A GIVEN NUMBER OF STUDENTS IN A PARTICULAR COURSE OF STUDY. THIS MANUAL PRESENTS SUCH A SYSTEMATIC METHOD FOR CONDUCTING STUDIES ON PHYSICAL FACILITIES AND THEIR UTILIZATION AS RELATED TO PUBLIC INSTITUTIONS OF HIGHER EDUCATION IN WISCONSIN. THE PROCEDURES DESCRIBED WILL PROVIDE COMPARABLE DATA IN THE REPORTING OF EXISTING FACILITIES AND SERVE AS A BASIS FOR MAKING BIENNIAL PROJECTIONS OF FACILITY NEEDS. INCLUDED ARE THE FOLLOWING SECTIONS OF INFORMATION--(1) A SYSTEM OF SPACE CLASSIFICATION WHICH WOULD UNIFY DEFINITIONS OF ROOM TYPES, SUBJECT FIELD AND FUNCTION CLASSIFICATIONS FOR THE PURPOSE OF GIVING COMPARATIVE DATA FOR STATISTICAL STUDIES AT THE NATIONAL OR STATE LEVELS, (2) THE METHODS OF COLLECTING DATA FOR THE INVENTORY AND UTILIZATION STUDIES, (3) A FORMAT FOR PRESENTING THE DESIRED INFORMATION OUTPUT, AND (4) THE MANNER IN WHICH THE INVENTORY AND UTILIZATION INFORMATION WILL BE USED. THE SPECIFIC INFORMATION ON TYPES OF WORKSHEETS, FORMATS FOR THE COLLECTED DATA AND ANALYZED DATA ARE INCLUDED WITHIN THE TEXT. WHILE THE MANUAL IS BASED ON A COMPUTERIZED METHOD OF ANALYSIS, THE PROCEDURES MAY BE EASILY CONVERTED TO A MANUAL ANALYSIS WHICH MAY BE DESIRABLE FOR SMALLER INSTITUTIONS. (BH)

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PROCEDURES FOR PHYSICAL FACILITY & UTILIZATION STUDIES

WISCONSIN
COORDINATING COMMITTEE
FOR HIGHER EDUCATION

NOVEMBER 1967

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PROCEDURES FOR PHYSICAL FACILITY & UTILIZATION STUDIES

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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October 1967

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PREFACE

This manual was prepared jointly by *Mr. and Mrs. F. E. Schwehr* for the purpose of setting up a methodology for effectively conducting physical facilities and utilization studies at public institutions of higher education in Wisconsin. This manual is a revision of the original format used by the Wisconsin State University System for the Fall Term 1967-68. The document contains a refinement of the fifth draft of *Facilities Classifications and Inventory Procedures for Institutions and State Agencies* published by the U.S. Department of Health, Education, and Welfare, Office of Education, August, 1967. The Coordinating Committee for Higher Education approved the enclosed classification system in September, 1967. Existing inventories need not follow the exact format recommended herein as long as the same desired output can be obtained. This may be accomplished by establishing a conversion code to the original inventory to comply with the new classification system.

Sincere appreciation is expressed to *Mrs. Janine Matulionis*, a programmer from the Wisconsin State Department of Administration, for her technical assistance. Mrs. Matulionis has worked very closely with the authors in revising the card layouts for conversion of the present Wisconsin State University System to the newly augmented federal classification system and programming the desired output.

The enclosed procedures will be used to provide comparable data in the reporting of existing facilities for the Public Institutions of Higher Education in Wisconsin. The inventories will be updated each fall term. These data will serve as a basis for making biennial projections of facility needs on the local and statewide level in accordance with the most current Coordinating Committee for Higher Education approved space factors.

TABLE OF CONTENTS

Page

Introduction 1

PART I. CLASSIFICATION SYSTEM 3

- A. Types of Room Codes and Definitions 4
- B. Department Number Codes 48
- C. Subject Field Codes 55
- D. Function Codes and Definitions 62
- E. University and Building Codes 69

PART II. METHOD OF COLLECTING DATA

- A. Inventory 85
- B. Utilization 102

PART III. DESIRED OUTPUT

- A. Introduction 108
- B. Utilization 110

PART IV. USE OF INVENTORY AND UTILIZATION DATA

- A. Inventory 114
- B. Utilization 114
- C. Contact Hours 115
- D. Ultimate Goals 115

List of Card Layouts and Worksheets v

LIST OF CARD LAYOUTS AND WORKSHEETS

Sheet No.		Page
0	Building Data Worksheet	92
1	Multiple-Card Layout	96
2	University Card Layout	97
3	Building Card Layout	98
4	Room Card Layout	99
5	Prorated Room Card Layout	100
6	Room Card Worksheet	101
7	Class Card Layout	106
8	Class Card Worksheet	107

INTRODUCTION

Planning what buildings are necessary for an institution of higher education, whether public or private, to achieve its desired goals and to handle ever increasing or a maximum enrollment has been a major concern of administrators this past decade. The sources of revenue and governing bodies must also be considered. Instead of dreaming of the ideal campus, or guessing at random what the institutional needs are, much time and research has resulted in the development of a methodology for gathering factual data such as: what facilities are now available, and how the facilities are presently being used by a given number of students in a particular course of study. The compilation of this data is known as a Physical Facilities Inventory and Utilization Study. Once the background data has been accumulated, formulas for future needs and growths can be devised. A Physical Facilities Inventory measures only the *quantity* of available space. It must be remembered that the *quality* of existing facilities is equally important as well as the plans for an *expanded curricula.*

There are many methods of gathering inventory and utilization data which have been used throughout the country in the last twenty years. These have progressed from a survey of the assignable square feet of available classroom and laboratory space to a more sophisticated method of manually analyzing the assignable and non-assignable square feet of all areas within a building. With the innovation of the computer, this data can be fed into the machine for tabulation and analysis. The validity of any report, whether it be done manually or by machines, is only as accurate as the original data which is used. It is therefore of prime importance to make every effort possible to acquire accurate information. This requires repeated checking and rechecking between the people responsible for doing the measuring of buildings or calculating measurements from blueprints, the people who are assigning the proper codes and classifications to each space, the people who are in charge of numbering rooms and making room assignments, the registrar, the data processing center, and the school administrator. If an individual faculty member does not report a change of room assignment to the registrar's office, or a physical plant personnel changes the numbering system without changing this on blueprints or reporting this to the physical facilities office, all sorts of inaccuracies may occur such as showing class sections in rest rooms, or a class of 100 students in a seminar room with a capacity of 15. Thus, it becomes apparent that cooperation and communication must exist between many departments in order to obtain a workable physical facilities inventory and utilization report which will be of value to campus planners.

PART I. CLASSIFICATION SYSTEM

A. Types of Room Codes and Definitions.

PART I. CLASSIFICATION SYSTEM

The United States Office of Education, working through a special committee of space allocations and data processing personnel from a cross section of the United States in the fall and spring of 1966-67, proposed a system of space classification which would unify definitions of room types, subject field and function classifications for the purpose of giving comparative data for statistical studies at the national or state levels. The Wisconsin State Universities revised their method of classifying inventory and utilization data and the University of Wisconsin converted their present system to incorporate this system of coding, for the fall 1967-68 term. They further classified their space according to the department to which this area was assigned.

It is the purpose of this manual to offer a working guide for personnel charged with the responsibility of making a physical facilities inventory and utilization study at their institution. The manual is based on a computerized method of analysis, but could easily be converted for a manual analysis which may be desirable for some smaller institutions. The basic methods of gathering the original data and classifying the space will still remain the same.

A. TYPES OF ROOM CODES AND DEFINITIONS

CODES

The four areas of codes to be used are:

1. Room Type - Classroom, Class-Laboratory, Office, Office Service, etc.
2. Department Number - The following are the data processing codes adopted by the Wisconsin State University System in April 1967.
3. Subject Field - General or unclassified, Life Sciences, Humanities, etc.
4. Function - Instruction, Research, Public Service, etc.

FOREWORD

The development of this classification scheme for room types reflects certain principles derived from the experience of those representatives of the federal committee who dealt with the complex problems of space inventory. Some of these principles are listed below:

1. The *type of room* definitions should encompass all types of space found on the campus of an institution of higher education.
2. Since classroom and teaching laboratory utilization studies are still prevalent, the classification scheme should distinguish between those rooms or facilities for which such analyses are not appropriate, even though they are used for instructional purposes.
3. Terms associated with *function* or subject-matter areas should be avoided in the classification of room types. This principle has led to the introduction of some relatively unfamiliar terminology. In order to avoid such functional terms as instruction, research, and library, for example, the terms class laboratory, non-class laboratory, and study facilities have been employed to designate teaching laboratories, research laboratories, and library reading rooms.
4. The system should be useful in the projection of space needs. The development of factors for the projection of facility needs requires that existing space be grouped in a manner consistent with these factors. This principle precludes the use of a system which merely enumerates space on the basis of popular terminology, such as cold room, balance room, barber shop, studios, darkroom, etc.

ROOM TYPE CLASSIFICATION CODES

1000 CLASSROOM FACILITIES

	Alternate
1100 - Classroom-General	1100 - Classroom
1110 - Seminar Type	
1120 - Lecture Type	
1130 - Lecture Demonstration	
1150 - Classroom Service	1150 - Classroom Service

2000 LABORATORY FACILITIES

2100 - Class Laboratory
2150 - Class Laboratory Service

2200 - Special Class Laboratory
2250 - Special Class Laboratory Service

2300 - Self-Study Laboratory
2350 - Self-Study Laboratory Service

2500 - Non-Class Laboratory
2550 - Non-Class Laboratory Service

3000 OFFICE FACILITIES

	Alternate
3100 - Faculty Office	3100 - Office
3110 - Administrative Office	
3120 - Student Assistant, Teaching Assistant, Graduate Student	
3130 - Classified	
3140 - Library Office	
3150 - Office Service	3150 - Office Service

3500 - Conference Room
3550 - Conference Room Service

4000 STUDY FACILITIES

	Alternate
4100 - Reading Room (Library)	4100 - Study Rooms
4110 - Study Halls	
4120 - Carrels	
4130 - Music Listening Rooms (Instructional)	
4140 - Individual Study Stations (booths, or learning resources units, etc.)	

4200 - Stack

4300 - Open-Stack Reading Room

4400 - Library Processing Room

4550 - Study Facilities Service

5000 SPECIAL-USE FACILITIES (Instruction Oriented)	Alternate
5100 - Armory Facilities	
5150 - Armory Facilities Service	
5200 - Athletic-Physical Education Facilities	
5210 - Gymnasium	5200 - Athletic-Physical Education Facility
5211 - Field house	
5220 - Pool	
5230 - Intercollegiate Athletic Seating	5230 - Intercollegiate Athletic Areas
5231 - Intercollegiate Athletic Areas	
5240 - Other type athletic rooms (handball court, wrestling room, (5200) dance studio, etc.)	
5250 - Athletic Facilities Service	5250 - Athletic Facility Service
5300 - Audio-Visual, Radio, TV Facilities	
5350 - Audio-Visual, Radio, TV Facilities Service	
5400 - Clinic Facilities	
5450 - Clinic Facilities Service	
5500 - Demonstration Facilities	
5510 - Home Management	
5520 - Laboratory Schools	5500 - Demonstration Facility
5530 - Preschool Nursery	
5540 - Other	
5550 - Demonstration Facilities Service	5550 - Demonstration Facility Service
5600 - Field-Service Facilities	
5900 - Other Special-Use Facilities	
5950 - Other Special-Use Facilities Service	

6000 GENERAL USE FACILITIES (Student Service Oriented)

6100 - Assembly Facilities
6150 - Assembly Facilities Service

6200 - Exhibition Facilities
6250 - Exhibition Facilities Service

6300 - Food Facilities
6350 - Food Facilities Service

6400 - Health Facilities (Student)
6450 - Health Facilities Service (Student)

6500 - Lounge Facilities
6550 - Lounge Facilities Service

6600 - Merchandising Facilities
6650 - Merchandising Facilities Service

6700 - Recreation Facilities
6750 - Recreation Facilities Service

6900 - Other General-Use Facilities
6950 - Other General-Use Facilities Service

7000 SUPPORTING FACILITIES (General Campus Oriented) — Alternate

7100 - Data Processing-Computer Facilities
7150 - Data Processing-Computer Facilities Service

7200 - Shop Facilities
7250 - Shop Facilities Service

7300 - Storage Facilities
7350 - Storage Facilities Service

7400 - Vehicle Storage
7450 - Vehicle Storage Service

7500 - Heating Plant
7550 - Heating Plant Service

7900 - Other Supporting Facilities
7950 - Other Supporting Facilities Service

8000 MEDICAL CARE FACILITIES

8100 - Human Hospital Clinic Facilities
8150 - Human Hospital Clinic Facilities Service

8200 - Human Hospital Patient-Care Facilities
8250 - Human Hospital Patient-Care Facilities Service

8400 - Dental Clinic Facilities
8450 - Dental Clinic Facilities Service

8500 - Veterinary Hospital Clinic Facilities
8550 - Veterinary Hospital Clinic Facilities Service

8600 - Veterinary Hospital Animal Care Facilities
8650 - Veterinary Hospital Animal Care Facilities Service

9000 RESIDENCE FACILITIES

9100 - Residence for Single Persons
9110 - Bedrooms
9120 - Lounge Areas
9130 - Recreation Facilities
9140 - Food Service-within a dormitory or serving several dormitories
9150 - Laundry Facilities
9160 - Matrons quarters
9170 - Non-public bathrooms
9180 - Other

9100 - Residence for Single Person

9200 - One Family Dwelling
9210 - Garage Facility
9220 - Other

9200 - One Family Dwelling

9000 RESIDENCE FACILITIES (continued)

9300 - Multiple Family Dwelling
9310 - Family Units
9311 - Studio Apartment
9312 - One Bedroom
9313 - Two Bedroom
9314 - Three Bedroom
9320 - Household Storage
9330 - Heating Facilities
9340 - Laundry (coin operated)
9350 - Maintenance and repair facilities
9360 - Community Buildings
9370 - Other

9400 - Central Food Stores

9500 - Central Laundry

Alternate

9300 - Multiple Family Dwelling

9400 - Central Food Stores

9500 - Central Laundry

0000 NON-ASSIGNABLE AND UNASSIGNED AREAS

0100 - Circulation Area
0200 - Public Rest Room
0300 - Custodial Area
0400 - Mechanical Area
0500 - Inactive Area
0600 - Construction Area
0700 - Non-usable

TYPE OF ROOM DEFINITIONS

1000 CLASSROOM FACILITIES

1100-1130 Classrooms

Definition - A room used by classes which does not require special-purpose equipment for student use.

Description - A classroom may be equipped with tablet arm chairs (fixed to the floor, joined together in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. A classroom may be furnished with special equipment appropriate to a specific area of study if this equipment does not render the room unsuitable for use by classes in other areas of study. This category *DOES* include:

Classroom	1100	- general purpose classroom
Seminar type	1110	- table and chairs, or under 15 student stations
Lecture type	1120	- 90 or more seats or pit or raked seating
Lecture demonstration	1130	- lecture room with demonstration facilities such as used in science

Limitations - This category does *NOT* include:

Conference rooms	3500
Auditoriums	6100
Class laboratories	2100

Conference rooms are distinguished from lecture rooms on the basis of primary use; a large room with seating oriented toward some focal point which is used for dramatic or musical productions, or for general meetings is an Assembly Facility (i.e., an auditorium normally used for other than scheduled classes). Class Laboratories are distinguished from classrooms on the basis of equipment in the room and by its limited use; a room with specialized equipment such as laboratory benches, typewriters, desk calculators, drafting tables, musical equipment, (instructional) shop equipment, etc., which is used for instructional purposes is a Class Laboratory.

1150 Classroom Service

Definition - A room which directly serves a classroom as an extension of the activities of the classroom.

Description - This category *DOES* include the following facilities, if they serve a classroom:

Projection rooms
Cloak rooms
Preparation rooms
Closets
Storage

1150 Classroom Service (cont.)

Limitations - This category does *NOT* include the above if such rooms serve laboratories, conference rooms, or assembly facilities, etc. A projection booth in an auditorium is classified as Assembly Facilities Service (6150).

2000 LABORATORY FACILITIES

2100 Class Laboratory

Definition - A room used by regularly scheduled classes which require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description - A class laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in *regularly scheduled classes*. The design and/or equipment in such a room normally precludes its use for other areas of study. This category *DOES* include:

Teaching laboratories
Instructional shops
Typing laboratories
Drafting rooms
Band rooms
Choral rooms
Music practice rooms (group)
Language laboratories
Studios (group)
Similar specially designed and/or equipped rooms if they are used primarily for group instruction in regularly scheduled classes.

Limitations - This category does *NOT* include:

Laboratory rooms which serve as individual (or independent) study rooms	2300 and 4100
Laboratories used for group instruction which are informally or irregularly scheduled	2200
Research laboratories	2500
Gymnasiums	5210
Pools	5220
Drill halls	5100
Laboratory schools	5520
Clinics	5400
Demonstration houses	5500
Similar facilities which are included under Special-Use Facilities	

2150 Class Laboratory Service

Definition - A room which directly serves a class laboratory as an extension of the activities of the class laboratory.

2150 Class Laboratory Service (cont.)

Description - This category *DOES* include the following if they serve a Class Laboratory:

Balance rooms
Cold rooms
Stockrooms
Darkrooms
Equipment issue rooms
Animal rooms
Greenhouses

Limitations - This category does *NOT* include the above if such rooms serve a Non-Class Laboratory.

2200 Special Class Laboratory

Definition - A room used by *informally (or irregularly) scheduled classes* which require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study. Also included in this category are labs used *six (6) periods or less per week.*

Description - A Special Class Laboratory is designed and/or furnished with specialized equipment to serve the needs of a particular area of study for group instruction in *informally (or irregularly) scheduled classes.* The design and/or equipment in such a room normally precludes its use for other areas of study. This category *DOES* include:

Language laboratories
Instruction computer rooms
Instructional audio-visual rooms
Music and art studios
Individual instruction labs *with an instructor*

Limitations - This category does *NOT* include:

Class laboratories	2100
Individual study rooms	2300 and 4100
Research laboratories	2500
Gymnasiums	5210
Pools	5220
Drill halls	5100
Laboratory schools	5520
Clinics	5400
Demonstration houses	5500

Similar facilities which are included under Special-Use Facilities

2250 Special Class Laboratory Service

Definition - A room which directly serves a Special Class Laboratory as an extension of the activities in such a facility.

2250 Special Class Laboratory Service (cont.)

Description - This category *DOES* include rooms which serve Special Class Laboratories.

Limitations - This category does *NOT* include rooms which serve Class Laboratories, Self-Study Laboratories or Non-Class Laboratories.

2300 Self-Study Laboratory

Definition - A room especially equipped and/or designed for individual student experimentation, observation or practice in a particular field of study. This room need *NOT* have an instructor.

Description - Study stations may be grouped (as in a self-study laboratory) or individualized (as in a music practice room). This category *DOES* include:

Music practice rooms
Self-study laboratories
Similar rooms which serve a particular subject-matter area.

Limitations - This category does *NOT* include self-study facilities which are intended for general study pruposes. Study facilities not related to a specific area of study are classified as study rooms (4100).

2350 Self-Study Laboratory Service

Definition - A room which directly serves a Self-Study Laboratory as an extension of the activities in such a facility.

Description - This category *DOES* include rooms which serve Self-Study Laboratories.

Limitations - This category does *NOT* include rooms which serve Class Laboratories, Special Class Laboratories, Non-Class Laboratories, or Study Facilities Service.

2500 Non-Class Laboratory

Definition - A room used for laboratory applications, research, and/or training in research methodology which requires special-purpose equipment for staff and/or student experimentation or observation.

Description - This category *DOES* include:

Research laboratories
The prorated protion of Research Laboratory-Office

Limitations - This category does *NOT* include teaching laboratories such as:

Class Laboratory	2100
Special Class Laboratory	2200
Self-Study Laboratory	2300

2550 Non-Class Laboratory Service

Definition - A room which directly serves a Non-Class Laboratory as an extension of the activities of the Non-Class Laboratory.

Description - This category *DOES* include the following which serve a Non-Class Laboratory:

Balance rooms
Cold rooms
Stockrooms
Darkrooms
Animal rooms
Greenhouses

Limitations - This category does *NOT* include the above if they serve a Class Laboratory, a Special Class Laboratory, or a Self-Study Laboratory.

3000 OFFICE FACILITIES

3100-3140 Offices

Definition - A room used by faculty, staff, or students working at a desk (or table).

Description - An office typically is equipped with one or more desks, chairs, tables, bookcases and/or filing cabinets. A studio office (music, art, etc.) should be prorated between Office and Special Class Laboratory (2200). The primary use of the room should be listed on the 02 card and any other use on 03. (A studio intended to serve a group of students is classified as Special Class Lab.) This category *DOES* include:

Faculty office	3100
Administrative office	3110
Student teaching assistant or graduate student office	3120
Classified office	3130
Library office	3140

Limitations - This category does *NOT* include rooms which are equipped both as office and "research laboratory". A room equipped with laboratory benches, specialized scientific equipment, and/or such utilities as gas, water, steam, air, etc., is classified as a Non-Class Laboratory. Note that this distinction rests on rooms which have office type equipment and fixed laboratory type equipment (primarily in the biological and physical sciences) within the same room be classified within the Non-Class Laboratory category. However, an appropriate proration to Office and Non-Class Laboratory may be made for such rooms. Large rooms, such as glass shops, printing shops, reading rooms, research laboratories, etc., with a desk space for a technician or staff member are classified according to the primary purpose of the room rather than Office.

3150 Office Service

Definition - A room which directly serves an office (or group of offices) as an extension of the activities in an office (or group of offices).

Description - This category *DOES* include:

- File rooms
- Mimeograph rooms
- Vaults
- Waiting rooms
- Interview rooms
- Closets
- Private toilets
- Records rooms
- Office supply rooms

Limitations - This category does *NOT* include:

Centralized mimeograph and printing shops which are campus-wide in scope should be classified as Shop Facilities (7200).

3500 Conference Room

Definition - A room used by non-class groups for meetings.

Description - A Conference Room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. It typically (but not necessarily) is assigned to a department for its use. It is distinguished from such classroom facilities as seminar rooms, lecture rooms, and general classrooms because it is used *primarily for activities other than scheduled classes*.

Limitations - This category does *NOT* include:

Classrooms	1100
Seminar rooms	1110
Lecture rooms	1120
Auditoriums	6100
Interview rooms	5900
Lounges	6500

3550 Conference Room Service

Definition - A room which directly serves a conference room as an extension of the activities of the conference room.

Description - This category *DOES* include:

- Kitchenettes
- Storage rooms
- Projection rooms
- Sound equipment rooms

3550 Conference Room Service (cont.)

Limitations - This category does *NOT* include the following and similar facilities in a centralized conferency-type building.

Kitchens
Dining rooms - open to the student body at large and/or the public are categorized as Food Service Facilities (6300).

4000 STUDY FACILITIES

4100-4140 Study Rooms

Definition - A room used to study books or audio-visual materials on an individual basis.

Description - Study stations may be grouped (as in a library reading room) or individualized (as in a carrel). This category *DOES* include:

Reading rooms (library)	4100
Study halls	4110
Carrels	4120
Music listening rooms (instruction)	4130
Individual study stations	4140
Study booths	4140

Limitations - A music listening room used for regularly scheduled classes is a Special Class Laboratory (2200). A music listening room for enjoyment is a Recreation Facility (6700). This category does *NOT* include:

Classrooms	1100
Class laboratories	2100
Non-class laboratories	2200
Offices	3100-3140
Combined sleeping-study rooms in residence halls or other housing units	9100
Browsing rooms in student unions	6700
Waiting rooms	3150
Lounges	6500

4200 Stack

Definition - A room (or portion of a room) used by provide shelving for books or audio-visual materials used by staff and/or students on an individual basis.

Description - This category *DOES* include library stacks which may be located in separate buildings on the departmental level as well as in the main library. Separate rooms containing musical scores, records, and tapes are classified as Stack if the primary purpose of the materials is for instruction or research (as in a library or music building).

4200 Stack (cont.)

Limitations - This category does *NOT* include:

Bookshelf space in classrooms, laboratories, or offices.
Audio-Visual film and tape libraries which generally serve groups (rather than individuals) are classified as AV-Radio-TV Facilities (5300)
Separate tape storage rooms for language laboratories are classified as Laboratory Service (2150-2250)
Rooms containing musical scores, records and tapes intended for listening enjoyment (as in a Student Union) should be classified as Recreation Facilities Service (6750)

4300 Open-Stack Reading Room

Definition - A room which is a combination of Study Room and Stack generally without physical boundaries between the stack areas and the study areas.

Description - This category *DOES* include:

Open-Stack Reading Room

Limitations - This category would *NOT* be used if the area of an open-stack reading room can be prorated to Study Room and Stack at the time a physical inventory is made. This category might be used as a "working-purposes" category if proration on some appropriate basis is anticipated. Further limitations are defined under Study Room (4100) and Stack (4200).

4400 Library Processing Rooms

Definition - A room which serves a Study Room, Stack, or Open-Stack reading room as a supporting service to such rooms.

Description - This category *DOES* include:

Card catalog
Circulation desk
Bookbinding
Microfilm processing
Audio-visual record-playback equipment for distribution to individual study stations

Limitations - This category does *NOT* include:

Offices for staff, which are classified as Office (3140)
Acquisitions work areas, which are classified as Office (3140)
Campus-wide or centralized audio-visual preparation areas, bookbinding, and microfilm processing areas, which are classified as Shops (7200)
Instructional facilities for library science staff, which are classified as Classrooms (1100), Class Laboratories (2100), Special Class Laboratories (2200), Offices (3100) or other appropriate designations

4500 Study Facilities Service

Definition - A room which directly serves a study room, stack, open-stack reading room, or library processing room as a direct extension of the activities in such rooms.

Description - Other categories in these Type of Room Definitions have provided a "service" category for each type of room. Because such facilities are minimal in library-type spaces this one category of Study Facilities Service is provided for all types of Study Facilities. This category *DOES* include:

Closets
Locker space
Coatrooms

Limitations - This category does *NOT* include:

Card catalogs
Circulation desks
Other areas designated under Library Processing Rooms (4400)

5000 SPECIAL-USE FACILITIES

-- With the exception of Physical Education, these are facilities used to supplement the instructional program and as such do not usually but may generate instructional contact hours as do class or special class laboratories.

5100 Armory Facilities

Definition - A room (or area) used by ROTC units.

Description - This category *DOES* include:

Indoor drill areas
Rifle ranges
Special-purpose military science rooms

Limitations - Classrooms, class laboratories, and offices in an armory are designated as:

Classrooms	1100
Special Class Laboratories	2200
Offices	3100

5150 Armory Facilities Service

Definition - A room which directly serves an Armory Facility as an extension of the activities of such a facility.

Description - This category *DOES* include:

Supply rooms
Weapons rooms

5150 Armory Facilities Service (cont.)

Limitations - This category does *NOT* include the following even though they are located in an armory:

Classroom service	1150
Class laboratory service	2150
Office service	3150

5200 Athletic-Physical Education Facilities

Definition - A room (or area) used by students, staff, or the public for athletic activities.

Description - This category *DOES* include:

Gymnasiums	5210
Fieldhouses	5211
Pool	5220
Other type athletic rooms (handball court, wrestling room, dance studio, etc.)	5240

Limitations - No distinction is made on the basis of instructional versus intramural or intercollegiate use of gymnasiums, swimming pools, etc. (Institutions which wish to study the utilization of such facilities will need to further subdivide this category.) This category does *NOT* include the following even though they may be located in an athletic building:

Classrooms	1100
Laboratories	2100
Offices	3100

Also *NOT* included in this category are

Spectator seating area associated with athletic facilities	5230
Outside fields	
Tennis courts	
Archery ranges	

5230 Athletic Facilities Spectator Seating

Definition - The seating area used by students, staff, or the public to watch athletic events.

Description - This category *DOES* include permanent seating areas in the following places:

Fieldhouses
Gymnasiums
Natatoria
Stadia

Limitations - This category does *NOT* include temporary or movable seating areas.

5231 Intercollegiate Athletic Areas

Definition - Rooms used by visiting teams or varsity athletics.

Description - This category *DOES* include:

- Visiting team locker and shower rooms
- Coaches rooms

Limitations - This category does *NOT* include areas used primarily for physical education or intramural sports. Classify according to major use.

5250 Athletic-Physical Education Facilities Service

Definition - A room which directly serves an athletic-physical education facility as an extension of the activities in such a facility.

Description - This category *DOES* include:

- Locker rooms
- Shower rooms
- Athletic rest rooms
- Coaches rooms
- Ticket booths
- Dressing rooms
- Equipment supply rooms
- First aid rooms
- Skate sharpening rooms
- Towel rooms

Limitations - This category does *NOT* include public toilet rooms (0200).

5300 Audio-Visual, Radio-TV Facilities

Definition - A room or group of rooms used in the production and distribution of instructional media.

Description - This category *DOES* include:

- TV studios
- Radio studios
- Sound studios
- Graphics studios and similar rooms

Limitations - Studios used *primarily as part of an instructional program* to train students in communication techniques should be classified as:

Special Class Laboratories (if scheduled)	2200
Special Class Laboratory Service (If not scheduled)	2250

5350 Audio-Visual, Radio, TV Facilities Service

Definition - A room which directly serves an audio-visual, radio, or TV facility as an extension of the activities in such facilities.

Description - This category *DOES* include:

Film library
Tape library
Control room
Video tape recorder room
Property storage
Recording rooms
Engineering maintenance rooms

Limitations - Control rooms, recording rooms, and similar facilities *used primarily to train students* in communication techniques should be classified as:

Special Class Laboratories (if scheduled)	2200
Special Class Laboratory Service (if not scheduled)	2250

5400 Clinic Facilities

Definition - A room used for the diagnosis and/or treatment of patients in a program other than medicine (human or veterinary), dentistry, and student health care.

Description - Clinics are typically associated with such educational areas as psychology, speech and hearing, remedial reading, and remedial writing. This category *DOES* include:

Patient examination rooms
Testing rooms
Consultation rooms
Interview rooms

Limitations - Rooms within a clinic used specifically for instruction are classified as Special Class Laboratories (2200). This category does *NOT* include:

Clinics associated with student health care	6400
Clinics for the medical treatment of humans	8100
Clinics for the dental treatment of humans	8400
Clinics for the medical or dental treatment of animals	8500

5450 Clinic Facilities Service

Definition - A room which directly serves a clinic as an extension of the activities of the clinic.

5450 Clinic Facilities Service (cont.)

Description - This category *DOES* include:

Waiting rooms
Observation rooms
Control rooms
Records rooms
Similar supporting rooms

Limitations - This category does *NOT* include rooms which serve Medical Care Facilities.

5500 Demonstration Facilities

Definition - A room (or group of rooms) used to practice the principles of certain subject matter areas, particularly teaching and home management.

Description - This category *DOES* include the following if the facilities support the training of the college-level students involved as teachers.

Home management houses	5510
Laboratory schools	5520
Preschool nurseries	5530
Other	5540

Limitations - Rooms which serve nursery, elementary, or secondary school students (in a laboratory school or preshcool nursery) will not be classified as Classroom, Class Laboratory, Office, etc., but rather as Demonstration Facilities. However, classrooms or class laboratories in such facilities used primarily for collegiate level students should be classified as Classrooms (1100) or Class Laboratories (2100). Offices and conference rooms used by collegiate level staff should be designated Offices (3100) and Conference Rooms (3500). Prorate these areas if used for both collegiate and lab school functions. Non-assignable areas within these facilities receive the proper unassignable code. This category does *NOT* include the following in which the students serve as the subjects for a research study:

Demonstration schools
Laboratory schools
Preschool nurseries
Home management houses

The above are classified as Non-Class Laboratory (2500)

5550 Demonstration Facilities Service

Definition - A room which directly serves a demonstration facility as an extension of the activities of the demonstration facility.

5550 Demonstration Facilities Service (cont.)

Description - This category *DOES* include the following in a home demonstration facility:

Storerooms
Laundry

and the following in a laboratory school:

Kitchen
Lockers
Shower rooms

Limitations - The distinction between Demonstration Facilities and Demonstration Facilities Service is somewhat arbitrary. In general, the primary activity areas such as kitchen, dining room, living room, (in a home demonstration house) or classrooms, laboratories, gymnasiums (in a laboratory school) should be designated as Demonstration Facilities.

5600 Field-Service Facilities

Definition - A barn or similar structure for animal shelter or the handling, storage, and/or protection of farm products, supplies, and tools.

Description - Structures under this category are typically of light frame construction with unfinished interiors, usually related to agricultural field operations, and are frequently located outside the central campus area. This category *DOES* include:

Barns
Animal shelters
Sheds
Silos
Feed units
Hay storage
Seed houses
Greenhouses related to farm operations

Limitations - Location of a building is not sufficient justification for classification as a Field-Service Facility. Finished rooms such as endocrine research laboratories, dairy research laboratories, etc., should be classified as Non-Class Laboratories (2500).

5900 Other Special-Use Facilities

A category of last resort

Other Special-Use Facilities Service

A category of last resort

6000 GENERAL-USE FACILITIES (Student Service Oriented)

6100 Assembly Facilities

Definition - A room designed and equipped for dramatic, musical, devotional, or livestock judging activities.

Description - This category *DOES* include:

Theatres
Auditoriums
Concert Halls

seating area stage orchestra pit chancel aisles	within the above

Chapels
Arenas
Livestock judging pavilions

Limitations - Assembly rooms are not primarily used for instructional purposes (see Classroom Facilities). If used for instruction as well as auditorium, prorate.

6150 Assembly Facilities Service

Definition - A room which directly serves an assembly facility as an extension of the activities of such a facility.

Description - This category *DOES* include:

Checkrooms
Coat rooms
Ticket booths
Dressing rooms
Projection booths
Property storage
Makeup rooms
Costume storage
Greenrooms
Control rooms

Limitations - Entrance lobbies are non-assignable space classified as Circulation Space.

6200 Exhibition Facilities

Definition - A room used for exhibits.

Description - This category *DOES* include:

Museums
Art Galleries
Similar exhibition areas

6200 Exhibition Facilities (cont.)

Limitations - *Study collections* not primarily for general exhibition such as departmental displays of anthropological, botanical, or geological specimens should be classified under an appropriate laboratory facility category (2150 or 2250).

6250 Exhibition Facilities Service

Definition - A room which directly serves an exhibition facility as an extension of the activities in such a facility.

Description - This category *DOES* include:

Workrooms for the preparation of materials and displays
Vault
Other storage for works of art, checkrooms, etc.

Limitations - Research areas in a museum are classified as Non-Class Laboratories (2500) or Non-Class Laboratory Service (2550).

6300 Food Facilities

Definition - A room used for eating food by the student body and/or public at large.

Description - This category *DOES* include:

Dining halls
Cafeterias
Snack bars
Restaurants
Similar eating areas

Limitations - This category does *NOT* include:

Dining halls in residence halls (or separate facilities serving a group of residence halls) which are classified as Residential (9140)
Kitchenettes which serve conference rooms (3550)
Kitchenettes which serve lounges (6550)

6350 Food Facilities Service

Definition - A room which directly serves a food facility as an extension of the activities in such a facility.

Description - This category *DOES* include:

Kitchens
Refrigeration rooms
Freezers
Dishwashing rooms
Cafeteria serving areas
Other non-dining areas

6350 Food Facilities Service (cont.)

Limitations - This category is limited to service areas in which the food facility is open to the student body and/or public at large. Service areas to food facilities in a residence hall (or a facility serving a group of residence halls) are classified as Residential.

6400 Health Facilities (Student)

Definition - A room used for the medical examination or treatment of students.

Description - This category *DOES* include:

Examination rooms
Bedrooms
Surgery rooms
Clinics

Limitations - This category does *NOT* include:

Speech and hearing clinics	5400
Psychology clinics	5400
Similar instructional facilities	2200
Similar research facilities	2500
Teaching hospitals for students in human or veterinary medicine	2200

Incidental use of health facility by staff members may occur.

6450 Health Facilities Service (Student)

Definition - A room which directly serves a Health Facility (student) as an extension of the activities in such a facility.

Description - This category *DOES* include:

Dispensaries
Record rooms
Waiting rooms
Clinical laboratories
Scrub-up rooms
Linen closets

Limitations - This category does *NOT* include service rooms for teaching clinics or teaching hospitals.

6500 Lounge Facilities

Definition - A room used for rest and relaxation.

Description - A lounge is typically equipped with upholstered furniture draperies, and/or carpeting.

6500 Lounge Facilities (cont.)

Limitations - A lounge is distinguished from a conference room by its more informal atmosphere and its general public availability. A "lounge" area associated with a toilet is non-assignable space and classified as Rest Room (0200).

6550 Lounge Facilities Service

Definition - A room which directly serves a lounge, such as a kitchenette.

6600 Merchandising Facilities

Definition - A room (or group of rooms) used to sell products or services.

Description - This category *DOES* include:

Bookstores
Barber shops
Post offices
Dairy stores
Student union "desks"
Motel-hotel rooms

Limitations - This category does *NOT* include:

Dining rooms
Restaurants
Snack bars
Similar food facilities (6300)
Meeting rooms which are classified as Conference Rooms (3500)
Student activity rooms which are classified as Other General Use Facilities (6900)

6650 Merchandising Facilities Service

Definition - A room which directly serves a merchandising facility as an extension of the activities in that room.

Description - This category *DOES* include:

Supply closets
Sorting rooms
Freezers
Telephone rooms
Linen rooms
Laundry rooms
Valet service
Private toilets

Limitations - This category does *NOT* include public toilet rooms (0200).

6700 Recreation Facilities

Definition - A room used by students (staff and/or the public) for recreational purposes.

6700 Recreation Facilities (cont.)

Description - This category *DOES* include:

Bowling alleys
Pool and billiards rooms
Ping pong rooms
Ballrooms
Chess rooms
Card-playing rooms
Music listening rooms (non-instructional)
Hobby rooms

Limitations - This category does *NOT* include the following which should be classified as Athletic-Physical Education Facilities (5200):

Gymnasiums
Basketball courts
Handball courts
Squash courts
Wrestling rooms
Swimming pools
Ice rinks
Indoor tracks
Indoor fields
Field houses

Also *NOT* included in this category are such outside facilities as:

Tennis courts
Archery ranges
Fields (football, hockey, etc.)
Golf courses

6750 Recreation Facilities Service

Definition - A room which directly serves a recreation facility as an extension of the activities of such a facility.

Description - This category *DOES* include:

Storage closets
Equipment issue rooms
Cashiers desk
Similar areas

Limitations - This category does *NOT* include:

Kitchens
Short-order kitchens
Snack bars
Other food facilities (6300)
Athletic-physical education facilities service areas (5250)

6900 Other General-Use Facilities

A category of last resort. Include student activity room.

6950 Other General-Use Facilities Service

A category of last resort.

7000 SUPPORTING FACILITIES (General Campus Oriented)

7100 Data Processing-Computer Facilities

Definition - A room (or group of rooms) for institution-wide processing of data by machines or computers.

Description - This category *DOES* include:

Key punch rooms
Electronic data processing rooms
Electronic computer rooms
Similar data processing areas

Limitations - It is recommended that the area occupied by a key punch machine, sorter, or other EDP equipment in a room otherwise classifiable as an Office not be prorated to this category. A data processing facility used only for instruction should be classified as a Class Laboratory. Such a facility used for instruction and/or research and/or administrative data processing should be included in this category. (Proration to the proper classification will be made on the basis of function, i.e., instruction, research, public service, library, etc.) This category does *NOT* include rooms containing:

Desk calculators
Posting-billing machines
Check-writing machines
Similar Office (3100 or 3130) or Office Service (3150) rooms

7150 Data Processing-Computer Facilities Service

Definition - A room which directly serves a data processing-computer facility as an extension of the activities in that facility.

Description - This category *DOES* include such rooms as:

Card storage
Paper form storage
Tape storage
Tape storage vaults
Control rooms
Plug-board storage
Wiring rooms
Equipment repair rooms
Observation rooms
Similar service areas

7150 Data Processing-Computer Facilities Service (cont.)

Limitations - This category does *NOT* include offices for data processing personnel which should be classified as Offices.

7200 Shop Facilities

Definition - A room used for the manufacture or maintenance of products and equipment.

Description - This category *DOES* include:

- Carpenter shops
- Plumbing shops
- Electrical shops
- Painting shops
- Similar physical plant maintenance facilities
- Central printing and duplicating shops
- Central receiving
- Central stores

Limitations - Highly specialized shops for the production of scientific apparatus and equipment should be classified as Laboratory Service (Class Laboratory Service or Non-Class Laboratory Service). This category does *NOT* include:

- Instructional shops
- Industrial arts
- Vocational-technical shops used for instruction

The above are classified as Class Laboratories (2100)

- Materials preparation areas in audio-visual, radio stations and TV studios which are classified as Audio-Visual, Radio, TV Facilities (5300)
- Maintenance and repair areas of vehicles, airplanes boats, etc., which are classified as Vehicle Storage Service (7400)
- Engineering drafting rooms serving the physical plant operation which are classified as Offices (3130)
- Blueprint storage rooms which are classified as Office Service (3150)

7250 Shop Facilities Service

Definition - A room which directly serves a shop as an extension of the activities in such a room.

Description - This category *DOES* include:

- Tool supply-storage rooms
- Materials storage rooms
- Similar equipment or material supply and/or storage rooms
- Locker rooms
- Shower rooms
- Lunchrooms
- Similar non-public areas

7250 Shop Facilities Service (cont.)

Limitations - This category does *NOT* include:

Public toilets (0200)
Service areas related to class(2150) or non-class(2550) laboratories
Vehicular repair facilities ("garages") which are classified as Vehicle Storage Service (7450)
Blueprint storage rooms which are classified as Office Service (3150)

7300 Storage Facilities

Definition - A room used to store materials.

Description Limitations - Classification of a room as a Storage Facility is limited by definition to a central storage facility (warehouse) and inactive departmental storage. Storage related to other types of space follow the classification of that type of space with a "service" classification and "storage" rests on the possibility of physical separation of the materials stored. If the material being stored could be placed in a warehouse, implying only occasional demand for the materials, then Storage Facility is the appropriate classification. Storage which must, by the nature of the materials stored and the demands placed upon them by the program, be close at hand should be classified according to the appropriate "service" category.

7350 Storage Facilities Service

Definition - A room which directly serves a storage facility.

7400 Vehicle Storage

Definition - A room (or structure) which is used to store vehicles.

Description - This category *DOES* include rooms or structures such as:

Garages
Boat houses
Airport hangars
Parking ramps

Limitations - This category does *NOT* include portions of barns or similar field-service facilities which are used to house farm implements (5600).

7450 Vehicle Storage Service

Definition - A room or structure used to service vehicles.

Description - This category *DOES* include any area associated with a vehicle storage facility which is used for the maintenance and repair of automotive equipment, boats, airplanes, and similar vehicles.

7450 Vehicle Storage Service (cont.)

Limitations - This category does *NOT* include service areas which serve building maintenance and repair which are classified as Shop Facilities (7250).

7500 Heating Plant Facility

Definition - A room or structure used for central campus heating or power.

Description - This category *DOES* include the central power plant and mechanical areas which serve several buildings.

Limitations - This category does *NOT* include:

Physical plant shop facilities (7200)
Furnaces or mechanical areas within one building (0400)

7550 Heating Plant Facility Service

Definition - An area which serves a power plant facility.

7900 Other Supporting Facilities

A category of last resort.

7950 Other Supporting Facilities Service

A category of last resort.

8000 MEDICAL CARE FACILITIES

Note: This category does *NOT* include student health care facilities (6400).

8100 Human Hospital-Clinic Facilities

Definition - A room used for the medical treatment of humans as inpatients or outpatients.

Description - This category *DOES* include all rooms in a hospital or clinic which are directly related to patient care, such as:

Patient bedrooms (and wards)
Dayrooms
Patient bathrooms
Surgery rooms
Induction rooms
Examination rooms
Delivery rooms
Labor rooms
Recovery rooms
Nurseries
X-Ray rooms

8100 Human Hospital-Clinic Facilities (cont.)

Description (cont.)

Also included under this category are the following clinics:

Medical
Surgical
Obstetric-gynecology
Pediatric
Psychiatric
Otorhinolaryngology
Opthalmology
Dental
Physical and occupational therapy

Limitations - This category does *NOT* include:

Classrooms
Class laboratories
Offices
Study facilities
Other facilities which can be otherwise classified
Hospitals or infirmaries for student patients

8150 Human Hospital-Clinic Facilities Service

Definition - A room which serves a patient care room as an extension of the activities in such a room.

Description - This category *DOES* include all rooms in a human hospital which support hospital-clinic facilities such as:

Clinical laboratories
Nurses stations
Charting rooms
Medication rooms
Supply rooms
Nourishment rooms
Formula rooms
Radium storage
Control rooms
Isotope vault
Morgue and autopsy facilities
Animal rooms supporting diagnostic functions
Food service facilities for patients

Limitations - This category does *NOT* include facilities which directly support student health care facilities.

8200 Human Hospital-Patient Care Facilities

Definition -- A room which provides a bed for patients in a hospital.

8200 Human Hospital-Patient Care Facilities (cont.)

Description - This category *DOES* include:

- Bedrooms
- Wards
- Nurseries
- Similar rooms

Limitations - This category does *NOT* include:

- Clinic facilities (see limitations in category 8100 for basis of distinction)
- Patient Care Facilities in a student health center (6400)
- Non-medical clinics (5400)

8250 Human Hospital-Patient Care Facilities Service

Definition - A room which serves a patient care facility as a direct extension of the activities in such a room.

Description - This category *DOES* include:

- Nurses stations
- Charting rooms
- Tub rooms
- Medication rooms
- Nourishment rooms
- Formula rooms
- Food service facilities for patients

Limitations - This category does *NOT* include facilities which support student health care facilities, nor does it include clinic service facilities.

8400 Dental Clinic

Definition - A room used for the dental examination and/or treatment of humans.

Description - This category *DOES* include rooms generally referred to as dental clinics.

Limitations - This category does *NOT* include medical clinics.

8450 Dental Clinic Service

Definition - A room which serves a dental clinic as a direct extension of the activities in such a room.

Description - This category *DOES* include supporting laboratory services and other facilities which serve a dental clinic.

Limitations - Dental clinic service rooms are generally not entered by patients.

8500 Veterinary Hospital Clinic Facilities

Definition - A room used for the medical treatment of animals as inpatients or outpatients.

Description - This category *DOES* include all rooms which are directly related to patient care, such as:

Animal quarters
Stalls
Surgery rooms
Examination rooms
Isolation wards
X-Ray rooms
Similar rooms

Limitations - This category does *NOT* include:

Classrooms
Class laboratories
Offices
Study facilities
Other facilities which can be otherwise classified

8550 Veterinary Hospital Clinic Facilities Service

Definition - A room which serves a patient care room as an extension of the activities in such a room.

Description - This category *DOES* include all rooms in a veterinary hospital (or clinic) which support patient care facilities, such as:

Feed storage rooms
Feed mixing rooms
Supply rooms
Scrub-up rooms
Cage washing rooms
Clinical laboratories
Animal rooms used for diagnostic functions

Limitations - This category does *NOT* include facilities which directly serve classrooms, class laboratories, non-class laboratories, etc.

8600 Veterinary Hospital Animal-Care Facility

Definition - A room which provides a cage or stall for animal patients.

Description - This category *DOES* include:

Animal rooms
Stalls
Wards
Similar rooms

8600 Veterinary Hospital Animal-Care Facility (cont.)

Limitations - This category does *NOT* include clinic facilities. (See limitations in category 8500 for basis of distinction). Animal rooms, stalls, wards, etc., which house animals intended for use in class laboratories, non-class laboratories, or human hospital clinic facilities are classified as service areas to such rooms.

8650 Veterinary Hospital-Animal Care Facilities Service

Definition - A room which serves an animal care facility as a direct extension of the activities in such a room.

Description - This category *DOES* include:

Feed storage rooms
Feed mixing rooms
Cage washing rooms
Similar facilities

Limitations - This category does *NOT* include facilities which directly serve animal-care facilities associated with class laboratories, non-class laboratories, or human hospital-clinic facilities.

9000 RESIDENCE FACILITIES

9100 Bedrooms

Definition - Individual rooms assigned to students for residence and sleeping.

Description - This category *DOES* include the bedroom assigned to one, two, or more students for residency.

Limitations - This category does *NOT* include the matrons or counselors quarters except those who are students and part-time helpers.

9120 Lounge Areas

Definition - A lounge area within a residence hall.

Description - This category *DOES* include lounge areas designed primarily for relaxation, TV viewing or group study for dormitory students.

Limitations - This category does *NOT* include regular all-campus study facilities which should be classified as Study-Facilities (4110).

9130 Recreation Facilities

Definition - An area separate from the bedroom designed for student recreation.

9130 Recreation Facilities (cont.)

Description - This area *DOES* include the following designed primarily for residents of the dormitory:

Ping pong rooms
Card rooms
Similar rooms

Limitations - This category does *NOT* include:

All-campus recreation facilities	(6700)
Lounge areas	(9120)

9140 Food Service

Definition - Food service designed to serve residence halls.

Description - This category *DOES* include the following facilities serving dormitories whether located in the same building or a separate food service building:

Dining halls
Snack bars
Cafeterias
Back-up space (kitchens, storage)

Limitations - This category does *NOT* include:

Food service facilities for the general student body or the public as found in the student union (6300)
Offices for faculty which are classified as office space (3100)

9150 Laundry

Definition - A room with washing, drying, or ironing facilities used by *individual* dormitory residents.

Description - This category *DOES* include washer and dryer rooms, pressing, etc., used on an individual basis.

Limitations - This category does *NOT* include centralized laundry facilities that serve the whole campus.

9160 Matrons Quarters

Definition - Bedroom, studio or apartment for staff other than students.

Description - This category *DOES* include matrons or residence heads quarters.

Limitations - This category does *NOT* include:

Administrative offices which are classified under Offices
Bedrooms used by students even though they may be part-time dormitory counselors.

9170 Non-Public Bathrooms

Definition - A bathroom used by men or women residents only.

Limitations - This category does *NOT* include:

Public rest rooms (0200)
Rest rooms contained within an apartment unit

9180 Other

Definition - A room which does not fall in one of the other assignable categories such as:

Mailrooms
Luggage rooms

Limitations - This category does *NOT* include non-assignable areas such as:

Hallways
Mechanical rooms

9200 One-Family Dwelling

Definition - A house provided for one family

Description - This category *DOES* include houses provided for, or rented to, staff (or students).

Limitations - This category does *NOT* include investment properties which may be rented to non-institutional personnel.

9210 Garage Facility

Definition - Unattached garage on the grounds of a single-family dwelling.

9220 Other

Definition - Any other building which may occur on the grounds of the single-family dwelling.

Limitations - This category does *NOT* include general university physical plant facilities.

9300 Multiple Family Dwelling

Definition - A duplex house or apartment building for more than one family.

Description - This category *DOES* include the following rented to staff and/or students:

Student and faculty apartment buildings
Duplex houses

9300 Multiple Family Dwelling (cont.)

Limitations - This category does *NOT* include investment properties which may be rented to non-institutional personnel.

9310 Family Units

Definition - Individual living quarters which house each family such as:

Studio apartment	9311
One bedroom apartment	9312
Two bedroom apartment	9313
Three bedroom apartment	9314

9320 Household Storage

Definition - Areas designed for storage of furnishings and personal property of residents.

Description - This category *DOES* include:

Trunk storage rooms
Cages
Portions of basement areas assigned to individual families for extra storage

Limitations - This category does *NOT* include physical plant or janitorial supply and storage areas.

9330 Heating Facilities

Definition - Furnace and air conditioning areas that serve one building.

Limitations - This category does *NOT* include physical plant areas which serve more than one building.

9340 Laundry (coin operated)

Definition - Laundry areas for family use within a residency.

Limitations - This category does *NOT* include central campus or single residency laundry facilities.

9350 Maintenance and Repair Facilities

Definition - Tool rooms which serve one multiple-family dwelling.

Limitations - This category does *NOT* include all-campus maintenance areas.

9360 Community Buildings

Definition - Buildings designed for recreational or meeting areas to serve residence units.

Limitations - This category does *NOT* include all-campus recreational facilities which are classified as 6700.

9370 Other

Definition - Any areas found in the multiple-family units which are not otherwise classified.

9400 Central Food Stores

Definition - A central facility for the processing and storage of foods used in residence facilities and food facilities.

Description - This category *DOES* include the following facilities located in a central food stores building:

Food storage areas
Lockers
Cold rooms
Refrigerators
Meet processing areas
Similar facilities

Limitations - This category does *NOT* include:

Offices and conference rooms located in a central food stores building which are classified as Offices and Conference Rooms

This category also does *NOT* include the following facilities *not* located in a central food stores building, which are classified as Food Facilities Service (6350).

Food storage areas
Freezers
Lockers

9500 Central Laundry

Definition - A central facility for washing, drying, and ironing of linens, uniforms, and other institutional material.

Description - This category *DOES* include the following facilities located in a Central Laundry:

Laundry rooms
Drying rooms
Ironing rooms

9500 Central Laundry (cont.)

Limitations - This category does *NOT* include the above facilities located in a residency hall. They are classified as Residential Facilities or as a Service Facility to whatever type of space they serve. This category also does *NOT* include:

Offices and conference rooms located in a central laundry which are classified as Offices and Conference Rooms.

0000 NON-ASSIGNABLE AND UNASSIGNED AREAS

0100-0400 Non-Assignable

Definition - All areas which cannot be assigned to a specific agency.

0100 Circulatory

Description - This category *DOES* include:

Corridors
Lobbies
Hallways
Stairs and stairwells
Elevators
Vestibules
Waiting rooms which are a part of the corridor or vestibule

Limitations - This category does *NOT* include waiting rooms which are walled off from the hallway and are used in confunction with specific offices. These are classified under Office Service (3150).

0200 Public Rest Room

Description - This category *DOES* include all public rest rooms and lounges which are part of rest room complex.

Limitations - This category does *NOT* include separate faculty and student lounges which are classified as auxiliary enterprises category (6500).

0300 Custodial Area

Definition - Janitor's closets, janitor supply rooms.

0400 Mechanical Area

Description - This category *DOES* include:

Furnace and boiler rooms which serve one building
Pipe space area
Mechanical equipment rooms

0400 Mechanical Area (cont.)

Limitations - This category does *NOT* include main heating plant which is classified as 7500.

0500-0900 Unassigned

0500 Inactive Area

Definition - Areas which could be used but are unassigned at present time.

0600 Construction Area

Definition - New areas under construction or areas unusable because of remodeling.

0700 Non-Usable

Description - This category *DOES* include:

Attics and unfinished basements which are floored with minimum head room of 6'6" even though such space may sometimes be used for dead storage

Space which has been condemned and it is *not expected* that it will be returned to active use

SUPPLEMENTARY DATA ON TROUBLESOME ROOM TYPE CLASSIFICATIONS

As a general rule *do not* prorate areas for less than 20% use unless this room is used temporarily for instruction, and the proration is necessary to furnish contact hours. Contact hours are only generated under the instructional function with the exception of auditorium.

Class - use of auditoriums - prorate if used 50% or more for instruction. Contact hours will be picked up for all assembly room use but this area will not be included for assignable classroom space or utilization unless used 50% or more.

Entrance Lobby

0100 - of theatre, assembly, etc., circulatory under non-assignable.

Music and/or Art Studios

2200 - regularly scheduled (special class lab - or class lab 2100 depending upon hours of use)

Music Practice

2200 - group practice, irregularly scheduled
2300 - individual practice, irregularly scheduled

Music Listening

4130 - study facility for instruction
6700 - recreational

Audio-Visual

5300 - used for production and distribution of instructional media
2200 - special class lab (if instruction)
2250 - special class lab service
4140 - study booths (as in library)

Audio-Visual Tape Storage

5350 - group use
2250 - service for special class lab
4200 - individual use (stacks)

Speech or Psychology Clinics (reading and writing)

5400 - clinic facility
2100
2200 } - instructional use
2300

Office - do not prorate too finely. If you have a faculty office with only a part-time student assistant, this is listed as a faculty office (3100).

3100, 3120, 3130 - instructional office (include PE)
3110 - administrative office
3140 - library office
3110, 3130 - data processing office

Ticket Offices

5250 - in physical education - physical education service
6150 - in auditorium assembly service

Student Union

6700 - main desk - recreation facility
6600 - selling desks, merchandising facility
6300 - (Food Facility)- cafeterias and snack bars

Mail Room

6600 - Post Office revenue producing (merchandising facility)
6900 - student (not revenue producing) (other general use facility service)
9180 - dormitory mail room

Delivery Rooms

7900 - other supporting facilities if not related to specific room facilities

Telephone Room

6650 - merchandising facilities service

Lounge

6500 - faculty and student lounges (auxiliary enterprise function)
0200 - rest room lounges (non-assignable)
9120 - dormitory lounge

Waiting Rooms - service area for office, conference, etc., area it serves

Student Activity Meeting Rooms except those for instruction

3500 - if conference room
6900 - other general use facilities

STANDARD ABBREVIATIONS FOR TYPE OF ROOM CLASSIFICATION

codes

	25 Spaces	10 Spaces
1000 CLASSROOM FACILITIES	Classroom Facilities	Clrm. Fac.
1100 Classroom - General	General classroom	Gen. Clrm.
1110 Seminar Type	Seminar-Type Classroom	Sem. Clrm.
1120 Lecture Type	Lecture-Type Classroom	Lec. Clrm.
1130 Lecture Demonstration	Lecture-Dem. Classroom	Lc-D Clrm.
1150 Classroom Service	Classroom Fac. Service	Clrm. Srv.
2000 LABORATORY FACILITIES	Laboratory Facilities	Lab. Fac.
2100 Class Laboratory	Class Laboratory	Class Lab
2150 Class Laboratory Service	Class Laboratory Service	Cl. Lab. Srv.
2200 Special Class Laboratory	Special Class Laboratory	Sp. Cl. Lab
2250 Special Class Laboratory Service	Special Class Lab Service	Sp Cl Lb S
2300 Self-Study Laboratory	Self-Study Laboratory	Sf. St Lab
2350 Self-Study Laboratory Service	Self-Study Lab Service	Sf St Lb S
2500 Non-Class Laboratory	Non-Class Laboratory	N-Cl Lab
2550 Non-Class Laboratory Service	Non-Class Lab Service	N-Cl Lb S
3000 OFFICE FACILITIES	Office Facilities	Off. Fac.
3100 Faculty Office	Faculty Office	Fac. Off.
3110 Administrative Office	Administrative Office	Admn Off
3120 Student Ass't. Teaching Ass't. Grad. Stu.	Stud A, Teach A, Grad St Off	St Tg Gr O
3130 Classified	Classified	Classified
3140 Library Office	Library Office	Lib Off
3150 Office Service	Office Facilities Service	Off F Srv.
3500 Conference Room	Conference Room	Conf Rm
3550 Conference Room Service	Conference Room Service	Conf R Srv
4000 STUDY FACILITIES	Study Facilities	Study Fac
4100 Reading Room (Library)	Reading Room	Read Rm
4110 Study Halls	Study Hall	Study H.
4120 Carrels	Carrels	Carrels
4130 Music Listening Rooms (instructional)	Music Listening Rooms	Mu List Rm

	25 Spaces	10 Spaces
4000 STUDY FACILITIES (cont.)		
4140 Individual Study Stations (or booths-learning res.)	Individual Study Stations	Indiv Sty S
4200 Stack	Stack	Stack
4300 Open-Stack Reading Rm.	Open-Stack Reading Room	O-stk Rd R
4400 Library Processing Rm.	Library Processing Room	Lib Proc R
4500 Study Facilities Service	Study Facilities Service	Sty F Srv
5000 SPECIAL-USE FACILITIES	Special-Use Facilities	Sp-Use Fac
5100 Armory Facilities	Armory Facilities	Armory Fac
5150 Armory Facilities Service	Armory Facilities Service	Armory Srv.
5200 Athletic-Physical Education Facilities	Athl-Physical Educ Fac	Phys Ed F
5210 Gymnasium	Gymnasium	Gym
5211 Field House	Field House	Field Hse
5220 Pool	Pool	Pool
5230 Intercollegiate Athl. Seating	Intercoll. Athl. Seating	Intcol stg
5231 Intercollegiate Athl. Areas	Intercoll. Athl. Areas	Intcl Area
5240 Other type athletic rooms (handball court, wrestling room, dance studio, etc.)	Other Type Athletic Rooms	Oth Athl R
5250 Athletic Facilities Service	Athletic Fac. Service	Athl F Srv.
5300 Audio-Visual, Radio, TV Facilities	Audio-Vis., Radio, TV Fac.	AV-RAD-TV
5350 Audio-Visual, Radio, TV Facilities Service	AV, Radio, TV Fac Service	AV-RA-TV S
5400 Clinic Facilities	Clinic Facilities	Clinic Fac.
5450 Clinic Facilities Service	Clinic Fac. Service	Clinic Srv
5500 Demonstration Facilities	Demonstration Facilities	Dem Fac
5510 Home Management	Home Management	Home Mgt
5520 Lab Schools	Laboratory Schools	Lab Sch
5530 Preschool Nursery	Preschool Nursery	Prsch Nurs
5540 Other	Other	Other
5550 Demonstration Facilities Service	Demonstration Fac Service	Dem F Srv.
5600 Field-Service Facilities	Field-Service Facilities	Field Sv F
5900 Other Special-Use Facilities	Other Special-Use Fac.	O Sp-Use F
5950 Other Special-Use Facilities Service	Other Spec-Use F Service	O Sp-Use S
6000 GENERAL-USE FACILITIES	General Use Facilities	Gen-Use F
6100 Assembly Facilities	Assembly Facilities	Asmbly Fac
6150 Assembly Facilities Service	Assembly Fac. Service	Asmbly Srv
6200 Exhibition Facilities	Exhibition Facilities	Exhib Fac
6250 Exhibition Facilities Service	Exhibition Fac. Service	Exhib Serv

	25 Spaces	10 Spaces
6000 GENERAL-USE FACILITIES (cont.)		
6300 Food Facilities	Food Facilities	Food Fac
6350 Food Facilities Service	Food Facilities Service	Food F Srv
6400 Health Facilities (Student)	Student Health Facilities	St Hlth F
6450 Health Facilities Service (Student)	Student Health F. Service	St Hlth S
6500 Lounge Facilities	Lounge Facilities	Lounge Fac
6550 Lounge Facilities Service	Lounge Facilities Service	Lounge Srv
6600 Merchandising Facilities	Merchandising Facilities	Merch Fac
6650 Merchandising Facilities Service	Merchandising F. Service	Merch Srv.
6700 Recreation Facilities	Recreation Facilities	Rec Fac
6750 Recreation Facilities Service	Recreation Fac. Service	Rec F Srv
6900 Other General-Use Facilities	Other General-Use Fac.	O GN-USE F
6950 Other General-Use Facilities Service	Other Gen-Use Fac. Service	O GN-USE S
7000 SUPPORTING FACILITIES		
7100 Data Processing-Computer Facilities	Data Proc-Computer Fac	Dta P Cmpt
7150 Data Processing-Computer Facilities Service	Data Proc-Computer F Serv	Dta P Srv
7200 Shop Facilities	Shop Facilities	Shop Fac
7250 Shop Facilities Service	Shop Facilities Service	Shop F Srv
7300 Storage Facilities	Storage Facilities	Stor Fac
7350 Storage Facilities Service	Storage Fac Service	Stor F Srv
7400 Vehicle Storage	Vehicle Storage	Veh Stor
7450 Vehicle Storage Service	Vehicle Storage Service	Veh St Srv
7500 Heating Plant Facility	Heating Plant	Htg. Plant
7550 Heating Plant Facility Service	Heating Plant Service	Htg. Plt.S
7900 Other Supporting Facilities	Other Supporting Facilities	O SUP FAC
7950 Other Supporting Facilities Service	Other Supporting F Service	O SUP SRV
8000 MEDICAL CARE FACILITIES	Medical Care Facilities	Md C Fac
8100 Human Hospital Clinic Fac.	Human Hosp. Clinic Fac.	Hmn H Cl F
8150 Human Hospital Clinic Fac. Service	Human Hosp. Clinic F Serv	Hmn H Cl S
8200 Human Hosp Patient-Care Fac.	Human Hosp. Patient-Care F	Hmn Pat-C
8250 Human Hosp Patient-Care Serv.	Human Hosp. Patient-Care S	Hmn Pat Sv
8400 Dental Clinic Facilities	Dental Clinic Facilities	Dentl Cl F
8450 Dental Clinic Fac. Service	Dental Clinic Fac. Service	Dentl Cl S

		25 Spaces	10 Spaces
8000	MEDICAL CARE FACILITIES (cont.)		
8500	Veterinary Hospital Clinic Fac.	Veterinary Hosp. Clinic F	Vet H Cl F
8550	Veterinary Hospital Clinic Service	Veterinary Hosp Cl Serv	Vet H Cl S
8600	Veterinary Hospital Animal-Care Facility	Vet. Hosp Animal-Care Fac	V H Anim-C
8650	Veterinary Hosp. Animal-Care Service	Vet Hosp Animal-Care Serv	V H Anim-S
9000	RESIDENCE FACILITIES	Residence Facilities	Res. Fac
9100	Residence for Single Persons	Single Residence	Sing Res
9110	Bedrooms	Bedrooms	Bedrms
9120	Lounge Areas	Lounge Areas	Lounges
9130	Recreation Facilities	Recreation Facilities	Rec Fac
9140	Food Service-within a dorm or serving several dorms	Food Service (RH)	Food Srv
9150	Laundry Facilities	Laundry Facilities	Laund Fac
9160	Matrons Quarters	Matrons quarters	Matron
9170	Non-public Bathrooms	Non-public bathrooms	N-Pub Bath
9180	Other	Other	Other
9200	One Family Dwelling	One Family Dwelling	One Fam DW
9210	Garage Facility	Garage Facility	Gar Fac
9220	Other	Other	Other
9300	Multiple Family Dwelling	Multiple Family Dwelling	Mult F DW
9310	Family Units	Family Units	Fam Unit
9311	Studio Apartment	Studio Apartment	Studio Apt
9312	1 Bedroom	1 Bedroom	L Bedrm
9313	2 Bedroom	2 Bedroom	2 Bedrm
9314	3 Bedroom	3 Bedroom	3 Bedrm
9320	Household Storage	Household Storage	Hshold Str
9330	Heating Facilities	Heating Facilities	Heatg Fac
9340	Laundry (coin operated)	Laundry (coin op)	Laundry
9350	Maintenance and repair facilities	Maintenance and repair Fac	Maint-Rep
9360	Community Buildings	Community Buildings	Com. Bldg.
9370	Other	Other	Other
9400	Central Food Stores	Central Food Stores	Cen Fd Sto
9500	Central Laundry	Central Laundry	Centr Ldry
0000	NON-ASSIGNABLE & UNASSIGNED AREAS		
0100	Circulation Area	Circulation Area	Circ Area
0200	Public Rest Room	Public Rest Room	Pub Rest R
0300	Custodial Area	Custodial Area	Cust Area
0400	Mechanical Area	Mechanical Area	Mech Area
0500	Inactive Area	Inactive Area	Inact Area
0600	Construction Area	Construction Area	Const Area
0700	Non-Usable	Non-Usable Space	Non-Usabl

B. Department Number Codes

B. DEPARTMENT NUMBER CODES

Each institution may wish to develop its own system of codes for the Administration, Associated Instruction and Academic Departments. If a coding system already exists for your school, it would be wise to examine it in reference to its feasibility for this purpose. There may be only *one code for each department.* Some schools attempt to use accounting codes, but often these will have several numbers for one department depending upon the account from which it is paid. An example of this might be data processing which would be used for administration as well as instruction.

If the departmental codes are to be used for a single institution, it would be wise to code each department according to the school in which it is taught. This is not possible for a system with several institutions such as the State Universities System in Wisconsin where art may be taught in the School of Letters and Science at one institution and the School of Fine Arts at another.

The following are the departmental codes which were established for all data processing purposes, except accounting, for the Wisconsin State University System as of April 1, 1967. A department number should be assigned to all rooms except Function 070, Non-Institutional Agencies, and 080 - Non-Assignable and Unassigned Areas. *Classrooms* should be *interdepartmental* and are thus coded 3030 (unallocated under general academic affairs). If they are not, classify them according to the appropriate academic department. All rooms should be classified according to their *major* or *primary* use.

WISCONSIN STATE UNIVERSITIES DEPARTMENT CODES

(Alphabetical Listing)

April 1967

ADMINISTRATION

	Code	Abbrev.
Executive Offices	1100	EXEC
President's Office	1101	PRES
Public Relations	1102	PB R
Institutional Research & Studies	1105	I RE
Business Offices	1200	BUSI
Vice Pres. Bus. Off.	1201	VP B
Campus Planning	1206	C PL
General Inst. Services	1300	GISV
Art Gallery & Museum	1308	A MS
Audio-Visual Services	2302	A VI
Central Stores	1302	C ST
Clerical Services	3009	CLER
Computer Center	1303	COMP
Physical Plant	8000	PHPL
Admin.	8100	ADMN
Building Maint.	8500	BU M
Custodial	8200	CUST
Grounds Maint.	8600	GR M
Power Plant	8400	P PL
Sec. & Protection	8300	S PR

ASSOCIATED INSTRUCTION

	Code	Abbrev.
Student Affairs	2100	ST A
Vice Pres. - Stu. Aff.	2101	VP S
Financial Aid Office	2104	FINC
Student Housing	2105	S HG
Counseling & Guidance	2106	C GU
Alumni	2112	ALMN
Stu. Act. Office	2117	ST A
Admissions	2200	ADMS
Registrar	2202	REGR
Library Services	2300	LIBS
Audio-Visual Services	2302	A VI
Student Health	2400	ST H
Placement	2500	PLAC
Student Union	2600	ST U

ACADEMIC AFFAIRS

	Code	Abbrev.
Gen. Academic Affairs	3000	AC A
Vice Pres. Ac. Aff.	3001	VP A
Clerical Services	3009	CLER
Unallocated	3030	UNAL
Interdepart. Sem.	3090	IN D

ADMIN. BY SCHOOLS

	Code	Abbrev.
Dean - Arts or Letters & Science	3101	D LS
Dean - School of Bus.	3201	D BS
Dean - School of Ed.	3301	D ED
Dean - Graduate Stu.	3401	D GS
Dean - Nursing School	3501	D NS
Dean - Health, Rec. & PE	3601	D HR
Dean - Engineering	3701	D EN
Dean - Agriculture	3801	D AG
Dean - Fine Arts	3901	D FA
Dean - Applied Arts & Sci.	4001	D AS
Dean - Applied Sci., Tech., & Ind.	4101	D IT
Dean - Ed. & Psych.	4201	D EP
Dean - Home Ec.	4301	D HE

ACADEMIC DEPARTMENT CODES

	Code	Abbrev.
Accounting	3206	ACCT
Agriculture Econ.	3806	AGEC
Agriculture Ed.	3807	AGED
Agriculture Eng.	3809	AGEN
Agriculture Indust.	3810	AGIN
Agriculture Sci.	3811	AG S
Air Science	3114	AIRS
Allied Health Professions	3107	H PR
American Studies	3110	AM S
Animal Science	3811	AN S

ACADEMIC DEPARTMENT CODES (cont.)

	Code	Abbrev.
Anthropology	3177	ANTH
Archives	1308	ARCH
Area Research	1308	AR R
Art	3113	ART
Astronomy	3169	ASTR
Audio-Visual Science	3115	AV S
Biology	3117	BIOL
Bus. Admin. & Mgt.	3209	BSAD
Bus. Economics	3129	BSEC
Bus. Education	3210	BSED
Campus Lab. School	3306	LABS
Chemistry	3122	CHEM
Child Dev. & Family Life	4309	CDFL
Civil Engineering	3716	C EN
Closed Circuit TV & Audio-Visual	3115	AV S
Clothing	4311	CLTH
Computer Science	3125	CPTS
Conservation	4006	CONS
Counseling & Guidance	3127	C GU
Drama	3180	DRAM
Drawing	3718	ENGD
Driver Education	3309	DRED
Earth Science	3811	ER S
Economics & Bus. Econ.	3129	ECON
Education	3311	EDUC
Agriculture Ed.	3807	AGED
Business Ed.	3210	BSED
Driver Ed.	3309	DRED
Educational Foundation	3311	ED F
Elementary Ed.	3316	ELED
Home Ec. Ed.	4210	HEED
In. Teach. Ed.	4213	ITED
Jr.-Sr. High Ed.-Secondary	3327	JSED
Safety Ed.	3309	SFED
Special Ed.	3348	SPED
Educational Psychol.	3173	E PS
Electronics	4113	ELEC
Elementary Ed.	3316	ELED
Engineering	3700	ENGR
Engineering, Agric.	3809	AGEN
Engineering, Civil	3716	C EN
Engineering, Drawing	3718	ENGD
Engineering, Graph.	3718	ENGG
Engineering, Minerals	3719	ENGM
English	3133	ENGL
Family Life	4309	FM L
Farms	3800	FARM
Food & Nutrition	4318	F NU
Foreign Language	3135	F LG
Foreign Language Ed. Center	3320	FLEC
Geography	3137	GEOG
Geology	3138	GEOL
Graduate Studies	3400	GR S
Graphics	3718	ENGG
Graphic Arts (Print.)	4129	GR A
Guidance	3127	GUID
Handwriting	3133	ENGL
Health	3602	HEAL
Health Professions	3107	H PR
History	3141	HIST
Home Economics	4306	H EC
Home Management	4322	H MT
Honors Seminar		
Humanities	3160	HUMN
Interdept.	3090	IN D
Sciences	3140	SCI
Honors Sem.	3160	HUMN
Industrial Arts	4117	IN A
Industrial Ed.	4117	INED
Industrial Graphics	3718	INGR
Industrial Technics	4120	INTS
Industrial Technology	4120	INTG
Internat. Studies	3143	IT S
Interdept. Honors	3090	IN D
Journalism	3146	JOUR
Jr. High Education	3327	JSED
Laboratory Farm	3800	FARM
Laboratory School	3306	LABS
Latin Amer. Studies	3150	LA S
Library Science	3152	LIBI
Life Sciences	3117	L SI
Literature	3133	LITR
Marketing	3226	MARK
Mass Communication	3156	M CM
Maternal Child Health	3506	MC H
Mathematics	3157	MATH
Mechanical Drawing	3718	ME D
Mechanics	4123	MECH
Medical Surgical	3508	MD S
Medical Technology	3509	MD T
Metal Work	4125	MTLW
Minerals, Eng.	3719	ENGM
Music	3159	MUSI

ACADEMIC DEPARTMENT CODES (cont.)

	Code	Abbrev.
Nuclear Radiation Ctr.	3160	NRCR
Nursing	3501	NURS
Nursing Leadership	3501	N LD
Nutrition	4318	NUTR
Philosophy	3161	PHIL
Phy. Ed. - Men or Comb.	3340	PE M (or C)
Phy. Ed. - Women	3341	PE W
Physics	3168	PHYS
Plant & Earth Science	3811	PLES
Political Science	3171	POLS
Power Technology	4126	P TE
Printing	4129	PRTG
Psychiatric & Public Health	3520	PSPH
Psychology	3173	PSYC
Public Address	3180	P AD
Radio	3180	SPCH
Reading	3133	ENGL
Recreation	3603	RECR
Religion	3174	RELI
Safety Education	3309	SFED
Science - Honors Sem.	3140	SCI
Secondary Education	3327	JSED
Senior High Ed.	3327	JSED
Social Science	3175	SOCS
Social Studies	3175	SOCS
Social Work	3179	SO W
Sociology	3177	SOCI
Special Education	3348	SPED
Speech	3180	SPCH
Speech Pathology or Correction or Therapy	3184	SP P
Student Teaching	3311	EDUC
Surveying	3183	SURV
Television	3115	AV S
Theatre	3180	SPCH
Urban Affairs	3171	UR A
Wis. Lang. Ctr.	3320	WL C
Wood Technics	4135	W TE

SPECIAL EDUCATION SERVICES

Extension	5100	EXTN
Summer Session	5200	SU S

WISCONSIN STATE UNIVERSITIES DEPARTMENT CODES

(Numerical Listing)

Code	Abbrev.	
ADMINISTRATION		
1100	EXEC	Executive Offices
1101	PRES	President's Office
1102	PB R	Public Relations
1105	I RE	Institutional Res. & Studies
1200	BUSI	Business Offices
1201	VP B	Vice Pres. - Bus. Off.
1206	C PL	Campus Planning
1300	GISV	General Inst. Services
1302	C ST	Central Stores
1303	COMP	Computer Center
1308	A MS	Art Gallery & Museum
	ARCH	Archives
	AR R	Area Research
2100	ST A	Student Affairs
2101	VP S	Vice Pres. - Stud. Aff.
2104	FINC	Financial Aid Off.
2105	S HG	Student Housing
2106	C GU	Counseling & Guidance
2112	ALMN	Alumni
2117	ST A	Student Act. Off.
2200	ADMS	Admissions
2202	REGR	Registrar
2300	LIBS	Library Services
2302	A VI	Audio-Visual Services
2400	ST H	Student Health
2500	PLAC	Placement

Code	Abbrev.	
2600	ST U	Student Union
ACADEMIC DEPTS.		
3000	AC A	General Academic Aff.
3001	VP A	Vice Pres. - Ac. Aff.
3009	CLER	Clerical Services
3030	UNAL	Unallocated
3090	IN D	Interdepartmental Honors Seminar
3101	D LS	Dean - Arts or Letters & Science
3107	H PR	Allied Health Profess. Health Professions
3110	AM S	American Studies
3113	ART	Art
3114	AIRS	Air Science
3115	AV S	Audio-Visual Science Closed Circuit TV & Audio-Visual Television
3117	BIOL	Biology
	L SI	Life Sciences
3122	CHEM	Chemistry
3125	CPTS	Computer Science
3127	C GU	Counseling & Guidance
	GUID	Guidance
3129	BSEC	Business Economics
	ECON	Economics & Bus. Ec.
3133	ENGL	English
		Handwriting
		Reading
	LITR	Literature
3135	F LG	Foreign Language
3137	GEOG	Geography
3138	GEOL	Geology
3140	SCI	Honors Seminar - Sci.
3141	HIST	History
3143	IT S	International Studies
3146	JOUR	Journalism
3150	LA S	Latin American Studies
3152	LIBI	Library Science
3156	M CM	Mass Communication
3157	MATH	Mathematics
3159	MUSI	Music

ACADEMIC DEPTS. (cont.)

Code	Abbrev.	
3160	HUMN	Honors Seminar - Humanities
3161	PHIL	Philosophy
3168	PHYS	Physics
3169	ASTR	Astronomy
3171	POLS	Political Science
	UR A	Urban Affairs
3173	E PS	Educational Psychology
	PSYC	Psychology
3174	RELI	Religion
3175	SOCS	Social Science
		Social Studies
3177	ANTH	Anthropology
	SOCI	Sociology
3179	SO W	Social Work
3180	DRAM	Drama
	P AD	Public Address
	SPCH	Radio
		Speech
		Threatre
3183	SURV	Surveying
3184	SP P	Speech Pathology or Correction or Therapy
3201	D BS	Dean - School of Bus.
3206	ACCT	Accounting
3209	BSAD	Bus. Administration & Management
3210	BSED	Bus. Education
3226	MARK	Marketing
3301	D ED	Dean - School of Ed.
3306	LABS	Campus Lab. School
		Laboratory School
3309	DRED	Driver Education
	SFED	Safety Education
3311	EDUC	Education
		Student Teaching
	ED F	Education Foundation
3316	ELED	Elementary Education
3320	FLEC	Foreign Lang. Ctr.
	WL C	Wisconsin Lang. Ctr.
3327	JSED	Junior High Ed.
		Senior High Ed.
		Secondary Ed.
3340	PE M (or C)	Phy. Ed. - Men or Comb.
3341	PE W	Phy. Ed. - Women
3348	SPED	Special Ed.
3400	GR S	Graduate Studies
3401	D GS	Dean - Grad. Studies

Code	Abbrev.	
3501	D NS	Dean - Nursing School
	NURS	Nursing
	N LD	Nursing Leadership
3506	MC H	Maternal Child Health
3508	MD S	Medical Surgical
3509	MD T	Medical Technology
3520	PSPH	Psychiatric and Public Health
3601	D HR	Dean - Health, Rec. & PE
3602	HEAL	Health
3603	RECR	Recreation
3700	ENGR	Engineering
3701	D EN	Dean - Engineering
3716	C EN	Civil Engineering
3718	ENGD	Drawing
		Engineering, Drawing
		Engineering, Graphics
		Graphics
	INGR	Industrial Graphics
	ME D	Mechanical, Drawing
3719	ENGM	Engineering, Minerals
3720	NRCR	Nuclear Radiation Ctr.
3800	FARM	Farms
		Laboratory Farm
3801	D AG	Dean - Agriculture
3806	AGEC	Agric. Economics
3807	AGED	Agric. Education
3809	AGEN	Agric. Engineering
3810	AGIN	Agric. Industrial
3811	AG S	Agric. Sciences
	AN S	Animal Science
	ER S	Earth Science
	PLES	Plant & Earth Sci.
3901	D FA	Dean - Fine Arts
4001	D AS	Dean - Appl. Arts & Sciences
4006	CONS	Conservation
4101	D IT	Dean - Appl. Sci., Tech. & Ind.
4113	ELEC	Electronics
4117	IN A	Ind. Arts
	INED	Ind. Ed.
4120	INTS	Ind. Technics
	INTG	Ind. Technology
4123	MECH	Mechanics
4125	MTLW	Metal Work
4126	P TE	Power Technology
4129	GR A	Graphic Arts (Print.)
	PRTG	Printing

Code	Abbrev.	
ACADEMIC DEPTS. (cont.)		
4135	W TE	Wood Technics
4201	D EP	Dean - Ed. & Psych.
4210	HEED	Home Ec. Ed.
4213	ITED	Ind. Teach. Ed.
4301	D HE	Dean - Home Ec.
4306	H EC	Home Ec.
4309	CDFL	Child Dev. & Family Life
	FM L	Family Life
4311	CLTH	Clothing
4318	F NU	Food & Nutrition
	NUTR	Nutrition
4322	H MT	Home Management
5100	EXTN	Extension
5200	SU S	Summer Session

PHYSICAL PLANT

8000	PHPL	Physical Plant
8100	ADMN	Administration
8200	CUST	Custodial
8300	S PR	Sec. & Protection
8400	P PL	Power Plant
8500	BU M	Building Maint.
8600	GR M	Grounds Maint.

C. Subject Field Codes

C. SUBJECT FIELD CODES

It is often desirable to group the individual departments by general subject fields, such as General, or unclassified, Life Sciences, M.C.P.E Sciences, Behavior Sciences, Humanities, Professions, Technical-Vocational Fields, Physical Education and Military Sciences, and Supporting Organizational Units. This classification of Subject Field was presented on the fourth draft of the Health, Education and Welfare Office of Education Subcommittee Report on Facilities Classification dated April 12, 1967.

Subject fields 1000-8000 apply to the functions of instruction, research and public service. All other functions (040-080) are classified under subject field 9000 (Supporting Organizational Units).

Classrooms (3030 - dept. no.) which are interdepartmental are classified under the General Subject Field (1100) since they may cross subject-field classifications. If this is not true for your institution, place them in the appropriate subject field category. Auditoriums are classified as Unclassified (1200). In order to achieve more efficient use of facilities it is advisable to emphasize the use of classrooms as all-campus facilities. Multiple use of rooms, where practical, enables an institution to accommodate larger numbers of students before extending the periods of the day, or building additional facilities.

CLASSIFICATION OF SUBJECT FIELDS

1000 GENERAL OR UNCLASSIFIED FIELDS

- 1100 General
- 1200 Unclassified

2000 LIFE SCIENCES

- 2100 Biological Sciences
- 2200 Agricultural Sciences
- 2300 Health Sciences
  - 2310 Medicine
  - 2320 Veterinary Medicine
  - 2330 Dentistry
  - 2340 Nursing
  - 2350 Pharmacy
  - 2360 Public Health
  - 2390 Other Health Sciences

3000 M.C.P.E. SCIENCES

- 3100 Mathematical Sciences
- 3200 Computer Sciences
- 3300 Physical Sciences
- 3400 Engineering Sciences

4000 BEHAVIORAL SCIENCES

- 4100 Psychology
- 4200 Social Sciences

5000 HUMANITIES

- 5100 Fine Arts
- 5200 Letters

6000 PROFESSIONS

- 6100 Administrative Professions
- 6200 Education
- 6300 Environmental Design
- 6400 Home Economics
- 6500 Law
- 6600 Social Work
- 6700 Theology
- 6900 Other Professions

7000 TECHNICAL-VOCATIONAL FIELDS

- 7050 Agricultural Technologies
- 7100 Apparel Design or Fabrication
- 7150 Business Technologies
- 7200 Construction Technologies
- 7250 Engineering & Industrial Technologies
- 7300 Graphic Arts Technologies
- 7350 Health Technologies
- 7500 Public Service Technologies
- 7600 Transportation Technologies
- 7900 Other Technical-Vocational

8000 PHYSICAL EDUCATION AND MILITARY SCIENCES

- 8100 Physical Education
- 8200 Military Sciences

9000 SUPPORTING ORGANIZATIONAL UNITS

- 9040 Library
- 9050 Administration & General Service
- 9060 Auxiliary Enterprise
- 9070 Non-Institutional Agencies
- 9080 Unassigned Areas

DEFINITION OF SUBJECT FIELD CLASSIFICATION

1000 GENERAL OR UNCLASSIFIED SUBJECT FIELDS

1100 General: Identifiable but broader than any category below.

1200 Unclassified: Not identifiable, e.g., students with no declared majors.

2000 LIFE SCIENCES

2100 Biological Sciences: Included in this category, if not in an agricultural college or school, nor in a medical center, college, or school are the following:

- Animal sciences
- Plant sciences
- Biochemistry
- Biophysics
- Microbiology

(see also 2200 and 2300)

2200 Agricultural Sciences: This category includes all of the above with the addition of forestry, in an agricultural college or school. The following are *NOT* included in this category:

- Agricultural economics
- Agricultural education
- Veterinary medicine
- Agricultural engineering
- Home economics

(See also 2320, 3400, 4200, 6200, 6400, and 7050)

2300 Health Sciences: (Professional level; see also 7350)

2310 Medicine: All basic medical sciences and clinical specialties
2320 Veterinary Medicine
2330 Dentistry
2340 Nursing
2350 Pharmacy
2360 Public Health
2390 Other Health Sciences: Osteopathy, podiatry, etc.

3000 M.C.P.E. SCIENCES (Mathematical, Computer, Physical, and Engineering)

3100 Mathematical Sciences: Excludes computing science if organizationally separate.

3200 Computer Sciences: Includes information and computing sciences.

3300 Physical Sciences: This category includes the following:

- Astronomy, including:
  - Astrophysics
  - Cosmology
  - Radio astronomy
- Chemistry
- Physics
- Environmental sciences, including:
  - Atmospheric physics
  - Earth sciences
  - Meteorology
  - Oceanography
  - Paleontology
  - Vulcanology

3400 Engineering Sciences: Included in this category are the following:

- Aeronautical
- Astronautical
- Agricultural
- Architectural
- Ceramic
- Chemical
- Civil
- Construction
- Electrical
- Electronic
- Geological
- Geophysical
- Industrial
- Materials
- Mechanical
- Metallurgical
- Physical metallurgy
- Mineral
- Mining
- Mining geology
- Nuclear petroleum
- Petroleum refining
- Sanitary
- Textile
- Transportation
- Welding
- Engineering mechanics
- Physics
- Science
- Naval architecture
- Marine engineering

(See also 7250)

4000 BEHAVIORAL SCIENCES

4100 Psychology

4200 Social Sciences: Included in this category are the following:

- Anthropology
- Archaeology
- Economics, including:
  - agricultural economics
- Geography, including:
  - physical geography
- History, including:
  - history of science, technology etc.
- Political science and government
- Sociology, including:
  - area studies, i.e., interdisciplinary studies of geographically defined areas

5000 HUMANITIES

5100 Fine Arts: Included in this category are the following:

- Art
- Drama, including:
  - cinematography
  - radio and television
  - theater arts
- Music, including:
  - musicology
  - performance
- Other fine arts, including:
  - dance

(See also 7300)

5200 Letters: Included in this category are the following:

- English language and literature
- Foreign language and literature
- Folklore
- Linguistics
- Philology
- Philosophy
- Religion, e.g.,
  - comparative religion (see also 6700
- Speech if not primarily dramatic arts
- Journalism, if not a professional school (see also 6900)

6000 PROFESSIONS (Professional schools not included above)

6100 Administrative Professions: Included in this category are the following:

- Business administration
- Institutional administration
- Public administration

(See also 7150)

6200 Education: This category includes agricultural education, business education, etc.

6300 Environmental Design: Included in this category are the following:

- Architecture
- Landscape architecture
- Urban and regional planning

6400 Home Economics: This category includes departments which are not in a professional school. Also included are departments of agricultural colleges.

6500 Law

6600 Social Work

6700 Theology: This category includes *ALL* instructional departments of divinity schools, so that data will be consistent with statutory exclusions from Federal-aid programs such as the Higher Education Facilities Act of 1963 and subsequent related legislation.

6900 Other Professions: Included in this category are such departments as:

- Criminology
- Journalism
- Library science
- Mortuary science
- Museum curatorship

7000 TECHNICAL-VOCATIONAL FIELDS

7050 Agricultural Technologies

7100 Apparel Design or Fabrication Technologies

7150 Business Technologies: Included in this category are the following:

- Accounting
- Advertising
- Cosmetology
- Data processing
- Hotel, motel & restaurant operation
- Insurance
- Physical distribution
- Retailing
- Sales
- Secretarial
- Other business technologies

7200 Construction Technologies: Included in this category are the following:

- Air conditioning & heating
- Cabinet making
- Carpentry
- Construction electricity
- Forest products
- Sheet metal

7250 Engineering and Industrial Technologies: Included in this category are the following:

- Architectural
- Chemical
- Civil
- Drafting and design
- Mechanical
- Electrical
- Electronic
- Industrial
- Other engineering and industrial technologies

7300 Graphic Arts Technologies: Included in this category are the following:

- Commercial art
- Advertising design
- Photography
- Printing
- Technical illustration
- Other graphic-arts technologies

7350 Health Technologies: Included in this category are the following:

- Clinical laboratory technician
- Dental auxiliary, including:
  - Dental assistant
  - Dental hygienist
  - Dental technologist
- Food service supervisor
- Inhalation therapist
- Vocational nurse
- Psychiatric aide
- Ward manager
- X-ray technologist

7500 Public Service Technologies: Included in this category are the following:

- Fire protection
- Law enforcement
- Library assistant
- Teaching aide
- Urban planning assistant

7600 Transportation Technologies: Included in this category are the following:

- Automotive
- Aviation
- Heavy truck
- Other transportation technologies

7900 Other Technical-Vocational Fields

8000 PHYSICAL EDUCATION AND MILITARY SCIENCES

8100 Physical Education: This category includes health and recreation education as in "HPER" departments. It does *NOT* include intercollegiate athletics if organizationally separate.

8200 Military Sciences: Included in this category are the following:

- Air and Aerospace R.O.T.C.
- Army R.O.T.C.
- Navy R.O.T.C. and the equivalent

9000 OTHER ORGANIZATIONAL UNITS (Function categories other than Instruction, Research and Public Service)

- 9040 Library
- 9050 Administration and General Service
- 9060 Auxiliary Enterprise
- 9070 Non-Institutional Agencies
- 9080 Unassignable Area

D. Function Codes and Definitions

D. FUNCTION CODES AND DEFINITIONS

INTRODUCTION:

This dimension of the space classification system is designed to facilitate the grouping of space into a limited number of program areas. Though similar in many respects to the Function categories used for the analysis of income and expenditures, the differing objectives of a space inventory call for unique categories and definitions.

You will note that 3 digit codes are used in the Function category. The purpose of 4 digits in the previous classification is to allow for further refinements in definition if desired.

GENERAL INSTRUCTIONS:

Rooms or areas should be assigned to the proper Function category according to *primary* use. Areas such as laboratories or offices which do not fit into a single category should be prorated according to actual use or according to externally developed formulas based on such factors as budgetary support. This may be especially true for the functions of instruction and research, or instruction and administration.

The following are a list of the function codes and definitions.

FUNCTION CATEGORIES

010	INSTRUCTION
020	RESEARCH
030	PUBLIC SERVICE
040	LIBRARY
050	ADMINISTRATION AND GENERAL SERVICES
060	AUXILIARY ENTERPRISES
070	NON-INSTITUTIONAL AGENCIES
080	NON-ASSIGNABLE AND UNASSIGNED

010 INSTRUCTION

All areas used for the transmission or dissemination of knowledge to college students on a group or individual basis.

Included in this category are:

Classrooms
Class laboratories
Faculty offices
Offices used by academic deans, department chairmen, and related service facilities

Also included in this category are the following areas, sometimes referred to as *organized activities related to instruction* operated for the primary purpose of providing professional training for students:

Laboratory schools
Demonstration facilities
Physical education facilities

020 RESEARCH

All areas used by faculty, staff or students for *activities whose primary objective is the discovery or application of knowledge.*

Areas used for activities which are primarily instructional and only secondarily involve research should be classified as Instruction. Conversely, areas used primarily for research and only secondarily involving instruction should be classified as Research. Prorate between the functions of research and instruction where necessary.

Institutions desiring to identify areas used for the following will need to subdivide this category:

Organized research
Contract research
Sponsored research

030 PUBLIC SERVICE

All areas designed to house activities serving the general public.

Included in this category are the following:

Assembly facilities used for concert and lecture series and dramatic presentations
Exhibition facilities, including:
  museums
  art galleries
  areas used for adult and continuing education

040 LIBRARY

All areas used for the orderly collection, storage and retrieval of knowledge.

040 LIBRARY (cont.)

This category includes all rooms under the general supervision or control of a central or departmental librarian, such as:

- Reading rooms
- Study rooms
- Stack areas
- Library offices
- Work areas

This category does *NOT* include areas used primarily for library science instruction.

050 ADMINISTRATION AND GENERAL SERVICES

All areas used by personnel having responsibility for general administration and supporting services.

Included in this category are offices, work areas, and related service areas used by the following:

- President
- Vice president
- Business manager
- Planning officer
- Director of public relations
- Dean of student affairs
- Maintenance
- Security Personnel

Also included in this category are areas used for the provision of such student services as:

- Health services
- Placement
- Student activities

060 AUXILIARY ENTERPRISES

All areas housing activities operated by the institution (or provided by contract with the institution), usually on a self-supporting basis, primarily for the prupose of providing auxiliary services to students, faculty and staff.

Included in this category are the following:

- Food service facilities
- Residence facilities
- Merchandising facilities
- Recreation facilities
- Student unions
- Faculty clubs

Also included in this category are areas used primarily for intercollegiate or varsity athletics. This category does *NOT* include areas used primarily for academic instruction in *physical education.*

070 NON-INSTITUTIONAL AGENCIES

All areas used by public or private agencies not under the supervision or control of the institutional administration.

080 NON-ASSIGNABLE AND UNASSIGNED

All areas which are not available for assignment either because of the nature of the space or because of its present condition.

FUNCTION CLASSIFICATIONS FOR SPACE INVENTORY

Examples of types of rooms under
various functions

010 INSTRUCTION

1100	Classroom
1110	Seminar
1120	Lecture
1130	Lecture Demonstration
1150	Class Service
2100	Class Laboratory
2150	Class Laboratory Service
2200	Special Class Laboratory
2250	Special Class Laboratory Service
2300	Self Study Laboratory
2350	Self Study Laboratory Service
3100	Faculty Office
3120	Teaching Assistant, Graduate Assistant, Student Office
3130	Classified Office
3500	Conference Rooms-serving instruction
5200	Athletic Facilities (except 5230)
5300	Audio-Visual
5400	Clinics
5500	Demonstration Facilities
5600	Field Service Facilities

020 RESEARCH

2500	Non-Class Laboratory
2550	Non-Class Laboratory Service
3100 3120 3130	Research Office

030 PUBLIC SERVICE

6100	Assembly Facilities (other than instructional)
6150	Assembly Facilities Service
6200	Exhibition Facilities
6250	Exhibition Facilities Service Rooms used primarily for extended services

040 LIBRARY

3140	Library Office
4100	Reading Room
4110	Study Hall
4120	Carrels
4130	Music Listening (instructional)
4140	Individual Study Station or Booth (learning resources etc.)
4200	Stack
4300	Open Stack Reading Room
4400	Library Processing Room
4500	Library Facilities Service

050 ADMINISTRATION OFFICE & GENERAL SERVICE

3110	Administration Office
3150	Administration Office Service
6400	Health Facilities
6450	Health Facilities Service
7100	Data Processing Facilities
7150	Data Processing Facilities Service
7200	Shop Facilities
7250	Shop Facilities Service
7300	Storage Facilities
7350	Storage Facilities Service
7400	Vehicle Storage
7450	Vehicle Storage Service
7500	Heating Plant Facilities
7550	Heating Plant Facilities Service
7900	Other Supporting Facilities
7950	Other Supporting Facilities Service

060 AUXILIARY ENTERPRISE

5230	Intercollegiate Athletic Seating
5231	Visiting Team Areas
6300	Food Service Facilities
6350	Food Service Facilities Service
6500	Lounge Facilities
6550	Lounge Facilities Service
6600	Merchandising Facilities
6700	Recreation Facilities
6750	Recreation Facilities Service
6900	Other General Use Facilities

060 AUXILIARY ENTERPRISE (cont.)

6950	Other General Use Facilities Service
9100	Residence Single Person
9200	One Family Dwelling
9300	Multiple Family Division

070 NON-INSTITUTIONAL AGENCIES

5100	ROTC Civil Defense

080 NON-ASSIGNABLE & UNASSIGNED AREAS

0100	Circulatory
0200	Rest Room
0300	Custodial Area
0400	Mechanical Area
0500	Inactive Area
0600	Construction Area
0700	Non-Usable

E. University and Building Codes

E. UNIVERSITY AND BUILDING CODES

It is necessary to assign a university number for each institution which is to be included in the Physical Facilities Inventory. Two digits have been allotted for this on the proposed data processing cards. The first institution would be No. 10, the second 20, etc. If there are branch campuses affiliated with a parent campus, the first digit will be the same as the parent campus and the second will be 1, 2, etc. An example of this would be Stout State University which is assigned code No. 30. Its Barron County campus is coded 31. If there are more than 10 institutions, plus branch campuses, another digit will have to be added for the campus number.

A number must be assigned to each building also. It is recommended that a systematic approach be used in allocating building numbers. A suggested method for an institution having 35 or less academic buildings would be:

Academic Buildings	1 - 35
Physical Plant	36 - 45
Food Service & Union	46 - 60
Residence Halls	61 - 80

WSU-EAU CLAIRE

(University Code 10)

Academic Buildings

01	Schofield
02	Education
03	Phillips
04	Library
05	Schneider
06	Physical Education (new)
07	Fine Arts
08	Nursing
09	Music
10	Memorial
11	Music Annex 1 (Linton) T
12	Music Annex 11 (Buckley) T
13	Greenhouse
14	Animal Quarters
15	Trailers (A-J) T
16	Art Annex T

Physical Plant

26	New Heating Plant
27	Old Heating Plant (maintenance temporary)
28	Garage (New-Highway Maintenance Shop to be Available 7/1/68)

Food Service

41	Davies Center
42	Crest Commons
43	Hilltop Center (January 1968)

Residence Halls

61	Thomas
62	Putnam
63	Bridgman
64	Sutherland
65	New Name to be determined
66	Horan
67	Murray
68	Towers

WSU-LA CROSSE

(University Code 20)

Academic Buildings

01	Main Hall
02	Library
03	Campus School
04	Wittich Hall
07	Grandview Hall
09	Science Building
10	Physical Education Building
11	Trailer No. 1 (Art Faculty Office)
12	Trailer No. 2 (Music Laboratory)

Physical Plant

24	New Heating Plant
25	Old Heating Plant
26	Garage

Student Union

41	Student Union

Food Service

51	Whitney Center

Residence Halls

61	Wilder	
64	Reuter	
65	Trowbridge	
66	White	
67	Baird	
68	Laux	
69	Wentz	
70	Angell	
71	Coate	
72	Drake	
73	Hutchison	
75	Sanford	
76	2319 Madison	(1 family house)
77	2319 Madison	(garage)
78	2325 Madison	(1 family house)
79	2325 Madison	(garage)

WSU-MENOMONIE (STOUT)

(University Code 30)

Academic Buildings

01 Harvey Hall
02 Fryklund Hall
03 Bowman Hall
04 Ray Hall
05 Physical Education
07 Pierce Library
08 Child Study Center
09 Home Management
10 Shelter House
11 Art Center
12 Mobile Office 1
13 Mobile Office 2
14 Mobile Office 3
15 Mobile Office 4
16 912 3rd Street
17 920 3rd Street
18 American Industry #1
1121 3rd Street
19 American Industry #2
20 Central School

Physical Plant

21 Heating Plant

Student Union

46 Memorial Student Center

Food Service

51 Food Service

Residence Halls and Laundry

61 Tainter, Jeter, Callahan Hall
62 Eichelberger Hall
63 Veterans Housing
64 Laundry
65 Hovlid Hall
66 Fleming Hall
67 McCalmont, Antrim, Froggatt Hall
68 Hansen, Keith, Milnes Hall
69 CKT Hall
70 President's House
72 North Hall
73 South Hall

Barron County Branch Campus
(University Code 31)

WSU-OSHKOSH

(University Code 40)

Academic Buildings

01	Albee Hall
02	Dempsey Hall
03	Halsey Science Center
04	Planetarium
05	Harrington Hall
06	Polk Library
07	Radford Office Building
08	Swart Campus School
09	Athletic Storage Building T
10	Pollock House T
11	Clow Social Science Center
12	Stadium Building
13	Stone Barn
14	Woodland Avenue House T
15	Reading Center
16	Buckstaff Observatory
17	Guidance Center T
18	Hydrobiology Laboratory T
19	Drama Building T
20	Music Annex T
21	Sculpture Studio T
22	Woodland House of Music T
23	Piano House T
24	Algoma House T
25	House of Journalism T
26	Algoma House of Education T
27	Speech Clinic T
28	Kimball House T
29	Hooper House T
30	Extended Services Center T
31	Testing Center T
32	Graphics Studio T

Physical Plant

91	New Heating Plant
92	Maintenance Shop
93	Radio Station T
94	River Warehouse T
95	Osceola Warehouse T
96	Vehicle Storage Stalls T
97	Boathouse T

Union & Food Service

33	Alumni House
34	Reeve Union Annex T
80	Memorial Union (Reeve)
81	Elmwood Commons
82	River Commons

Residence Halls

63	Webster Hall
64	Clemans Hall
65	Donner Hall
66	Breese Hall
67	Taylor Hall
68	Fletcher Hall
69	Nelson Hall
70	Stewart Hall
71	Evans Hall
72	Gruenhagen Hall
73	East Hall
74	Scott Hall
75	Oviatt House
76	Buckstaff House

WSU-PLATTEVILLE

(University Code 50)

Academic Buildings

01	Main Building
02	Ullrich Hall-Agriculture
03	Industrial Education Building
04	Karrmann Library
05	Doudna Laboratory School
06	Rountree Hall
07	Williams Fieldhouse
08	Main Street Music Annex
09	Ceramics and Pottery Laboratory (Art Laboratory)
10	Ottensman Hall
11	Industrial Education-Agriculture Technical Building (1968)
12	Library (1968)
13	Poultry Laboratory
14	Greenwood Music Annex
15	Kiln Laboratory
19	Counselor Education Laboratory

Farms

16	Milking Parlor
17	Range Barn (College Farm)
18	Hay Barn (College Farm)
62	North East Shed (College Farm)
63	Machinery Shed (College Farm)

Union & Food Service

30	Student Center
40	Food Service Building (1967) Glenview Commons

Residence Halls

31	Brigham Residence Hall
32	Royce Residence Hall
33	McGregor Residence Hall
34	Gardner Residence Hall
35	Warner Residence Hall
36	Wilgus Residence Hall
37	Dobson Residence Hall
38	Porter Residence Hall
39	Melcher Residence Hall
41	Morrow Residence Hall (1967)
42	Hugunin Residence Hall (1967)
43	Brockert Residence Hall (1968)
64	McNett Residence
68	Frye Residence

Physical Plant

61	Storehouse
65	Central Heating Plant
66	Garage
67	Paint Shop
69	Plumbing Shop

RICHLAND CENTER

(University Code 51)

01	Science
02	Classroom
03	Library
04	Office
05	Union
06	Gymnasium

WSU-RIVER FALLS

(University Code 60)

Academic Buildings

01	North Hall
02	South Hall
03	Psychology
04	Karges Phy. Ed. & Rec.
05	Ames Campus School
06	Davee Library
08	Shop Building
15	Ag-Science
17	Paviion

Physical Plant

25	Heating Plant
26	Garage
27	Old Power Plant
28	Old Coal Plant

Union & Food Service

47	Hagestad Student Center
48	May Food Service

Residence Halls

61	Hathorn
64	Stratton
65	Prucha
66	May
68	Johnson
69	McMillan
70	Grimm
71	Parker
72	Crabtree

Farms

81	Farm #1
82	Farm #2

Academic Buildings - temporary

91	Hathorn Cottage
95	Dawson
96	Ronningen
97	Oleson
98	Goble

WSU-STEVENS POINT

(University Code 70)

Academic Buildings

01	Main
02	Library
03	Laboratory School
04	Home Management
05	Physical Education Center
06	Science Center
07	Classroom Center
08	Learning Resources Center (proposed)
09	Fine Arts Center (proposed)

Physical Plant

25	Heating Plant
28	Maintenance Shops (proposed)

University & Residence Centers

40	University Center
41	Allen Residence Center
42	DeBot Residence Center

Residence Halls

60	Nelson
61	Delzell
62	Steiner
63	Pray
64	Sims
65	Hyer
66	Roach
67	Smith
68	Baldwin
69	Neale
70	Hansen
71	Schmeeckle
72	Burroughs
73	Knutzen

WSU-SUPERIOR

(University Code 80)

Academic Buildings

02	Barstow Science
03	McCaskill Laboratory School
06	Stadium Team Rooms
07	Health Center
08	Main Classroom & Administration
09	Erlanson Hall Classroom
10	Physical Education Annex
11	Gates Field House
44	Faculty Office Building T
45	Faculty Office Building T
46	Theme Clinic T
47	Faculty Office Building T
48	Faculty Office Building T
49	Faculty Office Building T

Physical Plant

04	Carpenter Shop
05	Garage - Heating Plant

Student Unions

41	Rothwell Student Center

Residence Halls

61	Sundquist
62	Crownhart
63	Ostrander
66	Curran
67	McNeil
68	Hawkes
69	Ross

WSU-WHITEWATER

(University Code 90)

Academic Buildings

01	Main Central
02	Main North Central
03	Main East
04	Main West
05	Main North
06	Main North West
07	Andersen Library
08	Hamilton Gym
09	Humanities Building
10	Lucy Baker Hall
11	Campus School
12	Upham Hall
13	Williams Gym
91	Rupnow (Music Annex II) T
92	Nelson House (Health Center)
93	Jadoul House T
94	Hickey House (Music Annex I) T
95	Anderson House T
96	Stewart House T
97	Coleman House T
98	Tratt House T
99	Vossberg House T

Physical Plant

30	Garage - Heating Plant
31	Central Heating Plant

Student Centers & Food Service

41	University Center
44	Moraine Food Service
45	Drumlin Food Service
46	Esker Food Service (proposed)

Residence Halls

56	Salisbury
57	McCutchen
58	Nettie Sayles
59	White
60	Fischer
61	Goodhue
62	Carlson
63	Benson
64	Lee
65	Fricker
66	Clem
67	Bigelow
68	Knilans
69	Tutt
70	Wellers
71	Wells (high rise)

UNIVERSITY OF WISCONSIN-MADISON

Fall 1967

Bldg. Code	Building Name	Bldg. Abbrev.
0005	Administration Building Unit 1 New	ADMIN
0006	Wisconsin Center Building	CENTER
0008	Memorial Union	UNION
0014	Agricultural Library Storage	AG LS
0015	Memorial Library	M LIBR
0017	State St. 811 - Planning and Construction	811 ST
0020	Gymnasium - Armory	GYM-A
0021	Boat Canoe & Shell House	BOAT
0022	Camp Randall Stadium	STAD
0023	State Street 720 - Music Annex	720 ST
0025	Camp Randall Memorial Indoor Practice Building	I PRAC
0029	Field House	FLDHSE
0031	Gymnasium - Observatory Drive - New	GYM-N
0032	Lathrop Hall	LATHRP
0033	Molecular Biology & Biophysics	ML B&B
0035	Charter Street N 228	228NC
0041	Walnut St. Rest Rooms	WAL RR
0043	Intramural Steel Storage Bldg	INT ST
0045	Biotron	BIOTRN
0046	Social Science Building	SOC S
0047	Chemistry Research Center Unit 1 - 1112 W. Johnson	CHEM R
0048	Van Vleck Hall	V VLK
0049	Babcock Drive N 400 - Counseling & Behavioral Studies	400N B
0050	Bascom Hall	BASCOM
0051	South Hall	SOUTH
0052	North Hall	NORTH
0053	Science Hall	SCI HL
0054	Birge Hall & Vivarium-Biology	BIRGE
0055	Chemistry Building	CHEM
0056	Commerce Building	COM
0057	Sterling Hall	STERL
0061	Hydrobiology Lab	HYDRO
0070	Agricultural Hall	AG HAL
0074	Soils Building	SOILS
0075	Soils Greenhouse	S GRHS
0076	Hiram Smith Hall	SMITH
0077	Hiram Smith Annex	HS ANX
0078	Agricultural Bulletin Building	AG BUL
0080	Agricultural Engineering Building	AG ENG
0081	Pre-School Lab	PRE-SC
0083	Dairy Sciences Building	D SCI
0084	Biochemistry Building	BIOCHM
0085	Home Economics Building	H ECON
0086	Bacteriology Building	BACT
0087	Horticulture & Agronomy Building	HR&AGN
0088	Greenhouse & Potting House	GRN&PT
0090	Stock Pavilion	STOCK
0091	Farm Place 438 - Artist in Residence	438 FP

UNIVERSITY OF WISCONSIN-MADISON (cont.)

Bldg. Code	Building Name	Bldg. Abbrev.
0092	Dairy Cattle Inst. & Res. Center	SCI&RC
0094	Veterinary Science Building New	VET SC
0098	Home Management House	H MGMT
0099	Agricultural Engr Shops	AG E S
0102	Genetics Bldg.	GENET
0103	Genetics Res. Lab.	GEN RS
0104	Farm Shop - Old Short Course Dining Hall	FARM S
0106	Babcock Hall	BABCK
0108	Carrot and Beet Labs	C&B LB
0109	Forestry & Wildlife Lab	F&W LB
0110	Poultry Reserach Lab	POUL R
0111	High Energy Physics Laboratory	HE PHY
0113	University Avenue 1800	1800 U
0114	Russell Laboratories	RUSS L
0116	Intramural Warming House	WM HSE
0117	Physical Education Storage	PE STR
0119	Seed Building	SEED
0121	Farm Office	FRM OF
0122	Walnut Street Greenhouse	WAL GR
0123	Animal Research Laboratory - Abattoir Meat Lab.	AN RES
0124	Service Dept. Storage #2 - Public Events	SDS #2
0128	Linden Drive 2151 - Food Research Institute	2151 L
0129	University Ave. 1610 - Naval Armory	1610 U
0138	Pountry Disease Bldg 48 Newcastle	PD 48
0139	Pountry Disease Bldg. 72 Newcastle	PD 72
0155	Computer Science and Statistics	C S&ST
0213	West Hill Farm Quonset No 4 NE	WHF Q4
0214	West Hill Farm Quonset No 5 SE	WHF Q5
0400	Education Building	EDUC
0401	Zoology Research Building	ZOO R
0402	Park Street N 600	600N P
0403	Hydraulics Lab Pump & Tank House	HYDRL
0404	Observatory Drive 970	970 OB
0405	Radio Hall	RADIO
0407	Mechanical Engineering Building	M ENGR
0408	Engineering Building	ENGR
0430	Law Building	LAW
0462	Gas Cylinder Storage	G C S
0465	Virus & Fur Research Lab	V&F R
0470	Psychology Building	PSYCH
0472	Service Dept Storage #3 - Grounds	SDS #3
0474	Fleet & Truck Service - 1006 College Ct.	FL&TRK
0478	Service Dept. Storage #1 - Janitors	SES #1
0479	Enzyme Institute	ENZYME
0480	Enzyme Institute Storage - Cement	ENZ SC
0481	Enzyme Institute Storage - Metal	ENZ SM
0482	Van Hise Hall	V HISE
0483	Limnology Lab	LIMNOL
0485	Music Hall	MUSIC
0487	Carillon Tower	CARILL

UNIVERSITY OF WISCONSIN-MADISON (cont.)

Bldg. Code	Building Name	Bldg. Abbrev.
0488	University Ave. 823 - Rented	823 U
0489	Alumni House	ALUM H
0490	Henry Mall 425	425 HM
0496	Tent Colony Cottage	TENT C
0500	Extension Building	EXTEN
0503	Schlimgen Building 1327 Univ. Ave.	SCHLM
0504	Ex. Services Bldg. - Photolab & Duplicating	EXT SV
0510	Washburn Observatory	WASH O
0511	Pine Bluff Steel Aux Observ #2	PBS #2
0512	Washburn Observ. Office Bldg.	WO OFF
0517	Pine Bluff Observatory	PINE B
0518	Pine Bluff Auxiliary Observatory	PBA O
0519	Pine Bluff Garage	PB GR
0520	Minerals & Metals Building	MIN&MT
0522	Alumni Reserach Lab & Barn	COMSTK
0523	Pine Bluff Steel Aux Observ #1	PBA #1
0524	Primate Holding Facility - Vilas Park	PR HLD
0525	Solar Energy Lab & Engr Spray Drier Lab	SOLAR
0526	Wisconsin Regional Primate Center	PR CTR
0527	Primate Lab Charter St. N 22	PR LAB
0529	Heating Station New & Addn.	N HEAT
0530	Service Building	SERV B
0532	Forming Lumber Shed	LUMBER
0534	Central Heating Station	C HEAT
0535	Charter St. N 29 - Stores	STORES
0536	Mills St. N 101 - Garage - Protection & Security	P&S GR
0537	Mills St. N 115	115N M
0546	Regent St. 1024 - Rented	1024 R
0548	University Ave. 730 - 736 - Student Counseling Center	730 U
0549	University Ave. 929	929 U
0550	University Ave. 935	935 U
0551	Extension Storage 1004 Regent St. - Rented	1004 R
0582	Quonset 14 - 600 N Park St.	Q 14
0583	Quonset 15 - Educ. Bldg.	Q 15
0585	Safety Shed Gas - N Educ Bldg.	GAS SH
0586	Safety Shed Liquids - N Educ. Bldg.	LIQ SH
0587	Brittingham Estate - House	BRITT
0720	State St. 204 - Rented	204 ST
0721	University Ave. 2570 - Rented	2570 U
0722	University Ave. 2218 - Rented	2218 U
0726	State St. 329 - Rented	329 ST
0748	Murray St. N 114-116 - University Press	114N M
0749	Francis Street N 406 - Rented	406N F
0751	University Ave. 661 - Rented	661 U
0753	525 University Ave. - Rented	525 U
0757	University Ave. 2201 - Rented	2201 U
0759	Temp. Bldg. 21 Cafeteria	T 21
0760	Temp. Bldg. 22 Cafeteria Annex	T 22
0761	Temp. Bldg. 23 Engineering	T 23
0763	Temp. Bldg. 27 Engineering	T 27

UNIVERSITY OF WISCONSIN-MADISON (cont.)

Bldg. Code	Building Name	Bldg. Abbrev.
0764	Temp. Bldg. 25 Engineering	T 25
0765	Temp. Bldg. 24 Engineering	T 24
0766	Temp. Bldg. 7 Engineering	T 7
0768	Murray St. N 318 - Rented	318N M
0769	Temp. Bldg. 16 Lecture Hall	T 16
0776	Johnson St. W 938-40	938W J
0777	University Ave. 771 Also 325 N Murray - Rented	771 U
0778	University Ave. 540 - Rented	540 U
0779	University Ave. 905 - Rented	905 U
0782	Johnson St. W 936	936W J
0783	Johnson St. W 1109 & 1111	1109WJ
0784	Park St. N 319 - Rented	319N P
0785	Park St. N 35 - Rented	35N P
0786	Johnson St. W 1120	1120WJ
0787	State St. 502 - Rented	502 ST
0788	Brooks St. N 209 & 211	209N B
0789	State St. 506-8 - Rented	506 ST
0790	University Ave. 3313 - Rented	3313 U
0791	State St. 548-550 - Rented	548 ST
0792	311 State St. - Rented	311 ST
0793	University Ave. 731 - Rented	731 U
0794	Johnson St. W 1015	1015WJ
0795	University Ave. 2524 - Rented	2524 U
0796	University Ave. 2544-46 - Rented	2544 U
0799	Charter St. N 201 - Rented	201N C
0800	Randall Ave. N 52 - Rented	52N R
0803	University Ave. 911-917	911 U
0804	Mills St. N 101 - Protection & Security	PR&SEC
0806	University Ave. 921 - Rented	921 U
0807	Park St. N 214	214N P
0809	Orchard St. N 307	307N O
1000	Dayton St. W 807	807W D
1001	Dayton St. W 811	811W D
1002	Dayton St. W 817	817W D
1003	Dayton St. W 819	819W D
1004	Dayton St. W 821	821W D
1005	Dayton St. W 827	827W D
1006	Park St. N 303	303N P
1007	Park St. N 311	311N P
1008	Murray St. N 310	310N M
1010	State St. 602 & 606 - Rented	602 ST
1012	University Ave. 610 - Rented	610 U
1015	University Ave. 2141 - Rented	2141 U
1016	University Ave. 608 - Rented	608 U
1017	Dayton St. W - Charter St. N	CH&DA
1018	Johnson St. W 820	820W J
1020	Langdon St. 126 - Rented	126 LS
1021	Regent 1402 - Rented	1402 R
1024	Washington Ave. 333 - Rented	333W W
1029	Park St. 802-808 - Rented	802S P
1033	Bernard Ct. 202	202 B

UNIVERSITY OF WISCONSIN-MADISON (cont.)

Bldg. Code	Building Name	Bldg. Abbrev.
1035	Dayton W 1030	1030WD
1037	Charter N 124	124N C
1038	University Ave. 1815 - Rented	1815 U
1040	Charter N 116	116N C
1043	Mills N 41	41N M
1044	Murray N 433	433N M
1047	Johnson St. W 507 - Rented	507W J
1048	Langdon St. 228 - Rented	228 LS
1049	Main St. E 601 - Rented	601E M
1050	Mills St. N 37	37N M
1055	Williamson St. 1326 - Rented	1326 W
1058	Gerry Ct. 111 - Rented	111 GC
1059	Dayton St. W 1226	1226WD

UNIVERSITY OF WISCONSIN-MILWAUKEE

Fall 1967

Bldg. Code	Building Name	Bldg. Abbrev.
1918	Greene Museum - Downer Campus	GR MUS
1919	Kimberly Hall - Downer Campus	KIMBER
1920	Greene Hall - Downer Campus	GRN HL
1921	Johnson Hall	
1922	Merrill Hall - Downer Campus	MER HL
1923	Sabin Hall - Downer Campus	SABIN
1924	Heating Plant #2-Power Plant - Downer Campus	HEAT#2
1925	Residence East - Downer Campus	R EAST
1926	Health Center - Downer Campus	HEALTH
1927	Residence West - Downer Campus	R WEST
1928	Albert Hall - Downer Campus	ALBERT
1929	McLaren Hall	
1930	Chapman Hall - Downer Campus	CHAPMN
1931	Engelman Hall - Downer Campus (Univ. School)	ENGEL
1932	3264 N. Cramer Street	3264NC
1933	3283-85 N. Maryland Avenue	3283NM
1934	3273 N. Maryland Avenue	3273NM
1935	3255-57 N. Maryland Avenue	3255NM
1936	Holton Hall	
1938	3270 N. Downer Avenue - Rented	3270ND
1939	3250 N. Downer Avenue - Rented	3250ND
1943	3222 N. Downer Avenue - Rented	3222ND
1951	South Hall - 600 W. Kilbourn - Downtown	SOUTH
1952	North Hall - 623 State Street - Downtown	NORTH
1953	"A" Bldg. - Annex A - Downtown	A BLDG
1958	Pearse & Vogal Halls - 2513 E. Hartford Avenue	PE&VOG
1959	Garland Hall - 2501 E. Hartford Avenue	GARLND
1961	Mitchell Hall - Kenwood	MITCHL
1962	Field House - Kenwood Gym	FLDHSE
1963	Heating Plant #1 - Kenwood	HEAT#1
1966	"E" Bldg. - Annex E - 2002 E. Kenwood	E BLDG
1968	Stadium - Kenwood	STAD
1970	New Library	LIBR
1976	Library - Kenwood	K LIBR
1977	Campus Elementary School - Kenwood	C SCHL
1980	Union - Kenwood	UNION
1981	Fine Arts & Audit	ARTS
1982	Lapham Hall - Science Bldg. - Kenwood	LAPHAM
1983	Bolton Hall - Kenwood	BOLTON
1984	Physics & Engineering Building - Kenwood	P&ENGR
1987	Purin Hall - Kenwood	PURIN
1990	Marietta Hall	
1993	Stowell House South	
1994	Stowell House North	
1995	3261-63 N. Maryland Avenue	3261NM
2001	Hannah Building - 2150 N. Prospect Avenue	HANNAH
1992	Shepard House - 3107 N. Shepard Avenue	SHEPARD

PART II. METHOD OF COLLECTING DATA

A. Inventory

PART II. METHOD OF COLLECTING DATA

A. INVENTORY

Introduction

A physical facilities inventory is a room by room tabulation of all usable and nonusable space in a given building showing its capacity, room type, department assignment, and function.

The procedure used in collecting inventory data depends upon the following factors:

- Is there a present inventory which can be converted to the new classification system?
- Does the present inventory need checking for accuracy and updating? (More buildings added or remodeling changes)
- Is this the first attempt to itemize the existing facilities?
- How large is the institution?

It is possible to conduct a space inventory with three people -- one person who is responsible for the finalized data and two assistants to help measure the rooms, classify and record the information. The larger the institution, the more staff required to complete the task in a given period of time. Whether this tabulation is done manually, or by computer, the basic data must be checked and rechecked for accuracy before it is analyzed.

The Wisconsin State University System, which is publically supported, developed a flow chart (see page 88) to illustrate the flow of physical facility inventory and utilization data from the departmental level on campus, to the final request for additional facilities from the State Legislature.

Instructions

A space management office should be established at each institution conducting a physical facilities inventory. This often is under the jurisdiction of the Vice President of Business Affairs. The size of the staff is dependent upon the size of the institution. There must be a close cooperation between the space office, physical plant personnel, department chairman, data processing office, registrar's office, and the university administration.

For each building the following areas are needed:

Cube Area
Gross Area
Net Area
Assignable Area
Non-Assignable Area

Definitions for these areas are found on pages 89 - 91.

The most accurate method of acquiring this data is to measure each area with a "3-man team". If this is not possible, and accurate blueprints are available, measurements may be taken off the prints. This method is quicker, but less accurate, and several spot-checks of various areas are necessary to be certain the prints have been updated for remodeling changes. If blueprints are used, be sure to check actual room numbers with those on the prints. Many times these do not coincide.

The recommended method, is to measure all areas, tabulating the results on a building data sheet (see page 92). Then check these measurements against existing blueprints. All rooms, hallways, etc., must be assigned a room number. Cooperation between the space office and physical plant personnel will insure a more workable numbering system. This in turn, must be relayed to the registrar's office for room assignments. Once the accurate measurements of all areas have been acquired, updated line-drawings of each floor in each building should become a permanent part of the space office files.

Existing inventory data should be updated each fall to incorporate shifts in room assignments and construction changes such as the remodeling of existing areas, or new space made available by new buildings. It will not be necessary to make a new inventory deck each year if the initial inventory was done accurately. Merely substitute a new card for each room that has been changed or added, and delete the old. Be certain to make any necessary changes in the cube and gross areas of buildings to which an addition has been made. If an existing inventory of space is available, a 3-way check between the inventory, blueprints, and the room measurements will help to insure accurate data.

Once the dimensional measurements and the room capacity have been acquired for each assignable and non-assignable area, it is necessary to calculate the square feet of floor space for each room. This data is then classified according to room type, department, subject field and function in such form that it can be punched onto data processing cards. The codes and definitions for each of these areas of classification were listed in detail in Part I of this manual.

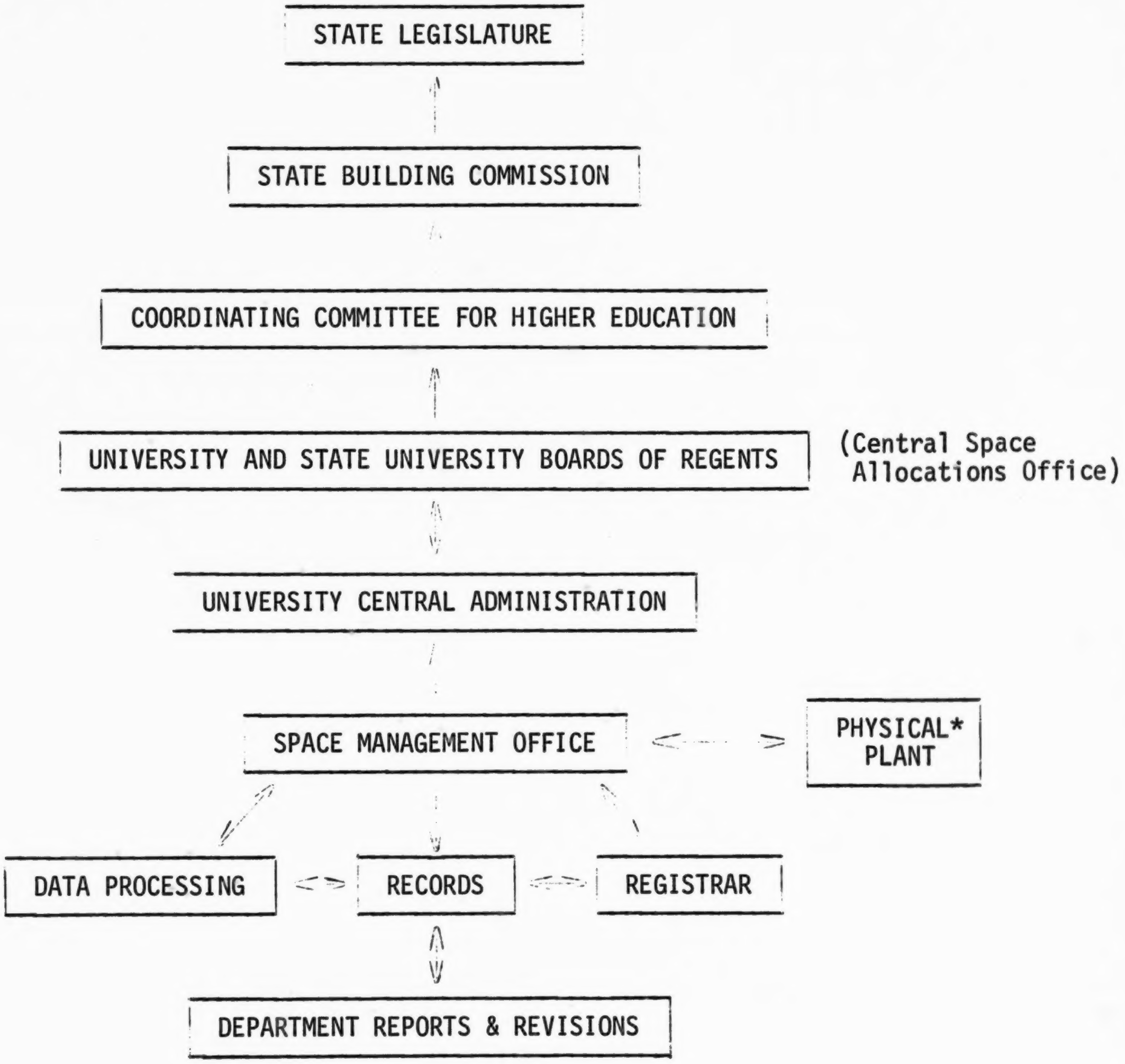
Five cards will be needed for the processing of the physical facilities inventory and utilization data.

Card Name	Card No.	
University card	00	(natural)
Building card	01	(yellow)
Room card	02	(green)
Prorated room card	03	(red)
Class card	04	(orange)

The various card layouts, instructions for each and a worksheet for tabulating the data prior to key punching the cards can be found on pages 96-101.

FLOW CHART

The Channeling of Statistical Data from the Departmental Level to the Legislature


STATE LEGISLATURE
STATE BUILDING COMMISSION
COORDINATING COMMITTEE FOR HIGHER EDUCATION
UNIVERSITY AND STATE UNIVERSITY BOARDS OF REGENTS
(Central Space Allocations Office)
UNIVERSITY CENTRAL ADMINISTRATION
SPACE MANAGEMENT OFFICE
PHYSICAL* PLANT
DATA PROCESSING
RECORDS
REGISTRAR
DEPARTMENT REPORTS & REVISIONS

* Responsible for coordination of current building and room number changes.

Criteria for Classifying, Defining and Measuring Building Areas*

The following are a set of definitions to serve as a basis for measuring a building. These five areas should express the complete building and its function; barring any *major* subsequent remodeling or construction change, each should remain constant for the life of the building.

CUBE AREA

Definition - The cube area of a building is the *cubic space enclosed within the outer surfaces* of the outside or enclosing walls and contained within the average outer surfaces of the roof and 6" below the finished surfaces of the lowest floor.

Basis for measuring - Measure from the outer surfaces of the walls, average roof height, and 6" below the lowest finished floor level.

Description - In addition to the cubic space enclosed within the outer surfaces of the outside or enclosing walls and contained between the outer surfaces of the room and 6" below the finished surfaces of the lowest floors, include also the cube of the following as part of the cube of a building:

- Dormers
- Penthouses
- Vaults
- Pits
- Enclosed porches
- Other enclosed appendages

Limitations - Cube area does *NOT* include the cube of the following:

- Outside steps
- Cornices
- Courts or light shafts, open at the top
- Parapets
- Open porches or loggias

GROSS AREA

Definition - Gross area should be construed to mean the sum of the floor areas included within the outside faces of exterior walls for all stories, or areas, which have floor surfaces (6'6" minimum headroom).

Basis for measuring - Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face.

Description - In addition to ground-to-top-story internal floored spaces, obviously covered in "definition" above, gross area should include the following:

- Basements (except unexcavated portions)
- Attics
- Garages
- Enclosed porches
- Lobbies
- Mezzanines
- Penthouses

---

* Natl. Acad. of Sciences-Natl. Res. Council, Publ. 1235, Wash., D.C., 1964

GROSS AREA Description (cont.)

Gross area should also include:

All balconies - inside or outside - utilized for operational functions
Corridors - provided they are within the outside face lines of the building
Mechanical equipment floors
Roofed loading or shipping platforms, whether within or outside the exterior face lines of the building

Limitations - Gross area does *NOT* include the following:

Open courts and light wells
Portions of upper floors eliminated by rooms or lobbies which rise above single-floor ceiling height
Unenclosed roofed-over areas
Floored surfaces with less than 6'6" clear headroom, *unless* they can properly be designated and used as either net assignable, mechanical, circulation, or custodial area

NET AREA

Definition - Net area is *the sum of all areas of floor space* within the interior walls of the building.

Basis for measuring - All areas comprising the net area should be computed by measuring from the inside finish of permanent outer building walls, to the office side of corridors and/or to permanent partitions.

Description - Net area should include the following:

Classrooms
Laboratories
Offices
Mechanical equipment rooms
Accessible pipe spaces
Floored areas in attics and basements (6'6" headroom min.)

Public spaces as:
- corridors
- toilet rooms
- elevator spaces
- stairways

Generally, this is any area which can be walked on.

Limitations - Deductions should *NOT* be made for columns and projections necessary to the building.

ASSIGNABLE AREA (Net Assignable on Federal Definitions)

Definition - Assignable area should be construed to mean the *sum of all areas on all floors of a building assigned*, or available for assignment to, an occupant, including every type of space functionally usable by an occupant (except non-assignable space)

ASSIGNABLE AREA (cont.)

Basis for measuring - All areas comprising the assignable area should be computed by measuring from the inside finish of permanent outer building walls, to the office side of corridors and/or to permanent partitions.

Description - Included in assignable area should be space subdivisions for the following:

Offices
File rooms
Office storage rooms
Special rooms which can be put to useful purposes in accomplishment of an agency mission, such as:

auditoriums
cafeterias
telephone & telegraph rooms
garages

Limitations - Deductions should *NOT* be made for columns and projections necessary to the building. Do *NOT* include non-assignable areas such as:

Circulatory
Public rest rooms
Custodial area
Mechanical area
Inactive, construction or non-usable areas

NON-ASSIGNABLE AND NON-USABLE

Definition - Non-assignable area is all areas of floor space within the interior walls which are *not assignable* to an agency.

Basis for measuring - Same as assignable.

Description - Included in non-assignable area are the following:

All areas used for the circulation of traffic
Public rest rooms
Custodial and mechanical areas and construction
Inactive and non-usable space

This area *excludes* all space assignable to an agency.

Limitations - Deductions should *NOT* be made for columns and projections necessary for the building.

BUILDING DATA WORKSHEET
Sheet No. 0

Building ______ Prepared By ______ Date ______

Gross Area ______ S.F. Net Area ______ S.F.

Assignable Floor Space ______ S.F. Cubage ______ S.F.

Sample as prepared by Whitewater State University

Room No.	Room Type	Code*	Dimensions	Area S.F.	Capacity

* See Instructions

Instruction Sheet for Room Inventory Card

A room by room check of the current inventory should be made to insure an accurate accounting of all areas for each fall. You may wish to make minor corrections or additions on the current inventory sheets, but major changes in remodeling or total building area may be more easily accomplished by the use of the room inventory work sheet #6, which can be found on page 101.0's will occur in unused numeric fields, leave blank unused alphabetic fields.

1. University Number

Use two digit codes.

2. Building Number

Use the numbers that were assigned to each building. Send a listing to central office of numbers assigned to each building.

3. Room Number

Use the number that actually occurs on the door or is used for scheduling purposes. It may be helpful to put the old number in parentheses below the new one on your work sheet. Six (6) blanks will be used for this on the computer cards.

	5	6	7	8	9	10
Room No. 1 should appear as		0	0	0	1	
1A		0	0	0	1	A
200		0	2	0	0	
A400	A	0	4	0	0	

Letters should appear only in columns 5 or 10. If no room number exists for a particular area, assign one to it using a logical sequence. *Every* room must have a number. Be careful not to have any duplicates.

4. Assignable Square Feet

Give total area of room. In a latter column you will indicate per cent to a certain classification if the room is used by more than one discipline.

5. Number of Student Stations

In the cases of classrooms or laboratories, this indicates the number of seats, or number of students who can occupy the room during one class period. In the case of office, use this column to indicate the number of staff.

Conference rooms -- seating capacity
Library reading room -- seating capacity
Athletic bleachers -- number of seats
Auditorium -- number of seats
Dining hall -- serving capacity

6. Inventory Year

The current month and year in which data is submitted or corrected. (example 0567)

7. Function

This will include such things as instruction, research, public service, library, administration & general service, auxiliary enterprise, non-institutional agencies, non-assignable or unassigned areas according to definitions.

8. Subject

Follow subject field classifications as listed in Part I. The functions of Instruction, Research and Public Service are found in subject fields 1000-8000. All other functions are under subject field 9000 (Supporting Organizational Units). Rooms crossing various subject fields are classified as 1100 (General).

9. Department

Fill in this column for all labs, service areas, offices, conference rooms, and wherever possible. In the case of classrooms or areas which are all school areas -- put unallocated (UNAL). Use the accepted department codes as previously listed. Department numbers do not apply to non-institutional or unassignable areas. Place 0000's in department column for these types.

10. Type

Use appropriate classification according to definitions. Always give major type first (example: office studio which houses a staff member is primarily an office. Classroom which includes a staff member's desk is primarily a classroom.)

11. Description

11a. Abbreviate department to four (4) letters using standard abbreviations, given on page 49. Where none assigned, leave blank.

11b. Use name of room type. A complete description is necessary for every room. (examples: classroom, music lab, art lab, instr. office, pres. office, conference room, file room, data processing, greenhouse, etc.

12. Prorate

Fill in *only if prorated* by function, subject field, department or type. If prorated always place "1" in column 52 on the 02 card showing the *primary* use.

03 cards will have "2", "3", etc., in column 52 depending on the number of prorations.

Columns 53 and 54 indicate the % assigned to that particular classification. The sum of all 02 and 03 cards for one room equal 100%. 03 cards are *only* for the secondary use of prorated rooms.

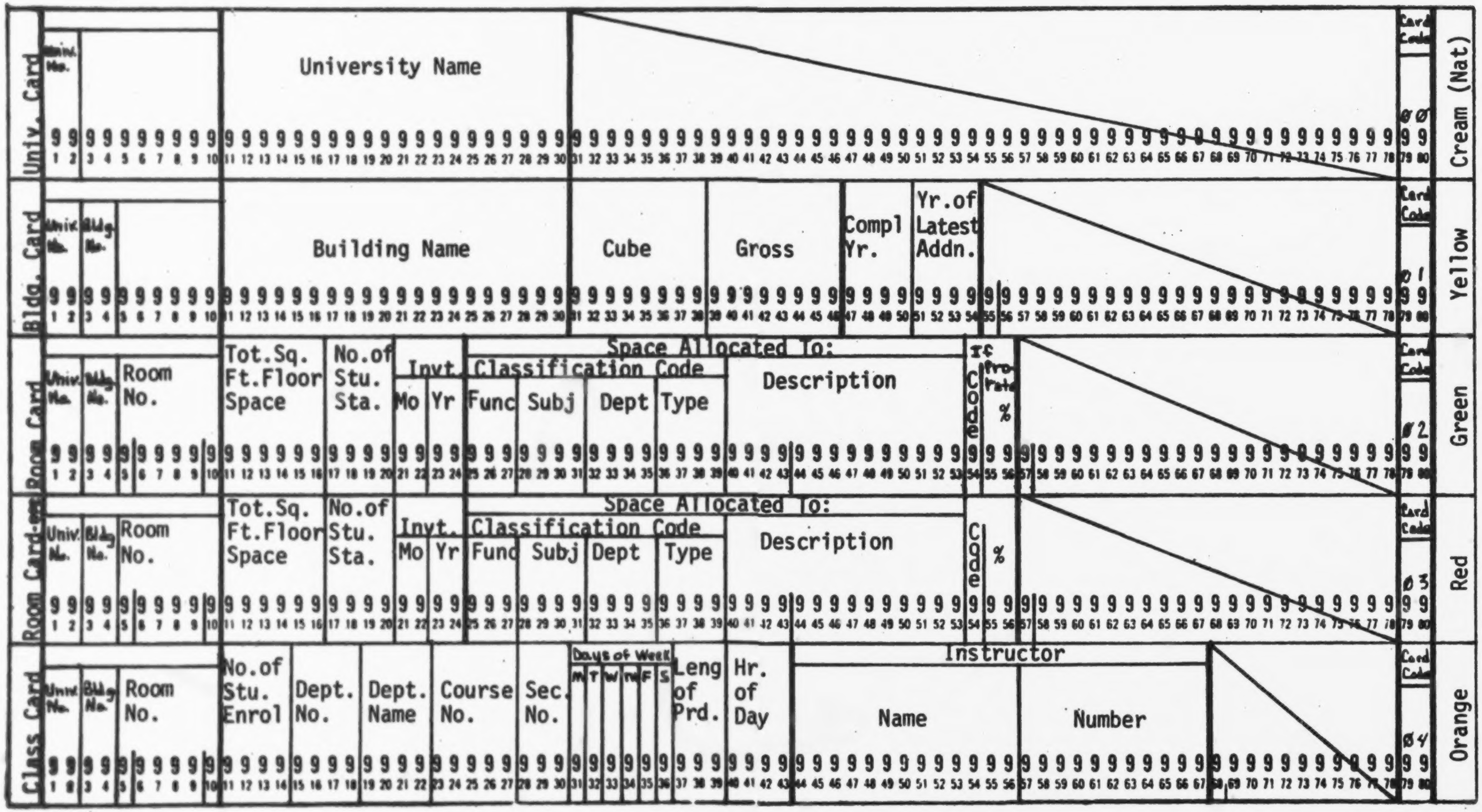
13. If a room is being used on a temporary basis, place a "T" in column 57. Otherwise, leave column 57-78 blank.

14. Card Code

    02 or 03 depending upon primary or seconcary use.

MULTIPLE-CARD LAYOUT FORM
FOR PHYSICAL FACILITIES INVENTORY AND UTILIZATION

By Matulionis & Schwehr | October 1967 | Sheet No. 1

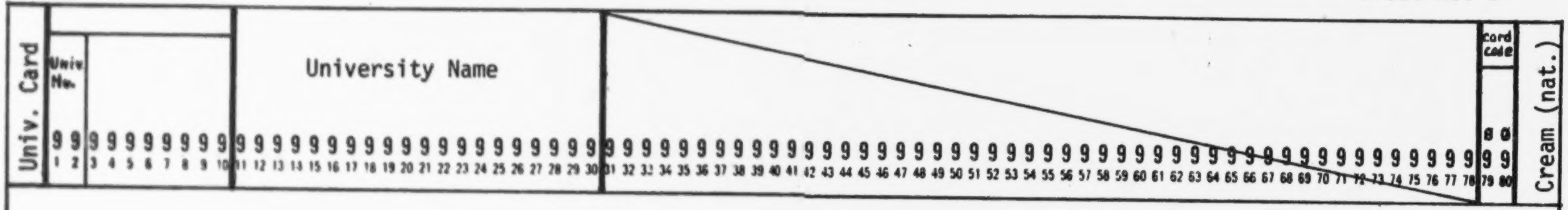

Univ. Card
Univ. No.
University Name
Card Code
Ø0
Cream (Nat)
Bldg. Card
Univ. No.
Bldg. No.
Building Name
Cube
Gross
Compl Yr.
Yr. of Latest Addn.
Card Code
Ø1
Yellow
Room Card
Univ. No.
Bldg. No.
Room No.
Tot. Sq. Ft. Floor Space
No. of Stu. Sta.
Invt.
Mo
Yr
Space Allocated To:
Classification Code
Func
Subj
Dept
Type
Description
IC
Code
Pro Rate %
Card Code
Ø2
Green
Room Card
Univ. No.
Bldg. No.
Room No.
Tot. Sq. Ft. Floor Space
No. of Stu. Sta.
Invt.
Mo
Yr
Space Allocated To:
Classification Code
Fund
Subj
Dept
Type
Description
Code
%
Card Code
Ø3
Red
Class Card
Univ. No.
Bldg. No.
Room No.
No. of Stu. Enrol
Dept. No.
Dept. Name
Course No.
Sec. No.
Days of Week
M
T
W
Th
F
S
Leng of Prd.
Hr. of Day
Instructor
Name
Number
Card Code
Ø4
Orange

00 - UNIVERSITY CARD LAYOUT (NATURAL) FOR INVENTORY AND UTILIZATION

By Schwehr

October 1967

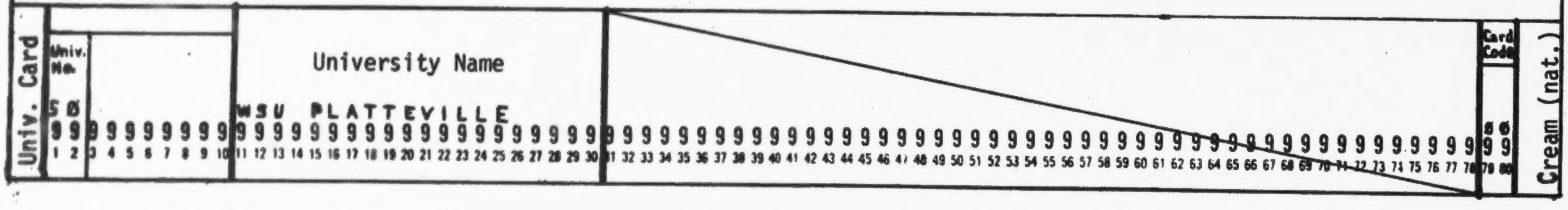
Sheet No. 2


Univ. Card
Univ. No.
University Name
Card Code
80
Cream (nat.)

Columns

00 - University Card - Make 1 card for each university
1- 2 - Use 2 digits for the university number
3-10 - Leave blank
11-30 - University name (WSU-Platteville)
31-78 - Blank field
79-80 - 00

Sample Card

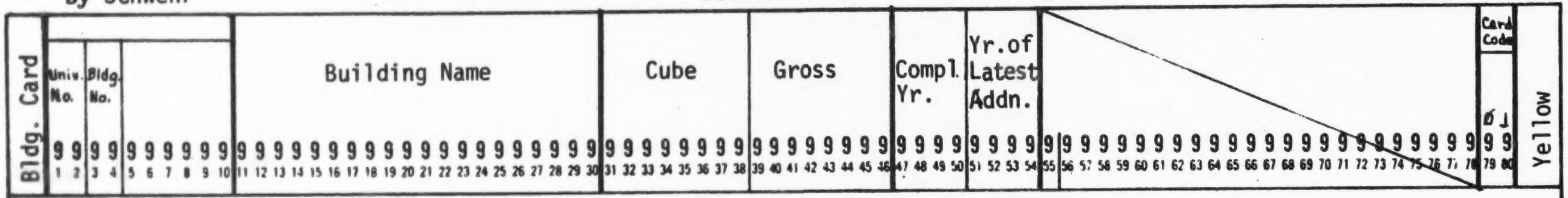

Univ. Card
Univ. No.
50
University Name
WSU PLATTEVILLE
Card Code
80
Cream (nat.)

Ø1 - BUILDING CARD LAYOUT (YELLOW)
FOR INVENTORY AND UTILIZATION

Sheet No. 3

By Schwehr

October 1967


Bldg. Card
Univ. No.
Bldg. No.
Building Name
Cube
Gross
Compl. Yr.
Yr. of Latest Addn.
Card Code
Ø1
Yellow

Ø1 Building Card - 1 card for each building within each university.

Columns

1- 2 - Use 2 digits for university number.

3- 4 - Code number assigned to each building (will vary according to institution). Justify right to left. Ø in any blanks.

5-10 - Leave blank.

11-30 - Building name. Justify left.

31-38 - Cube Area - actual cubic space enclosed within the *outer surfaces* of the outside walls. Be sure to check former figures to include additions or errors. Justify right. Ø's in all blanks.

39-46 - Gross - sum of the areas of each floor level included *within* the outside faces. Justify right. Ø's in all blanks.

47-50 - Year completed or (if not known, year acquired).

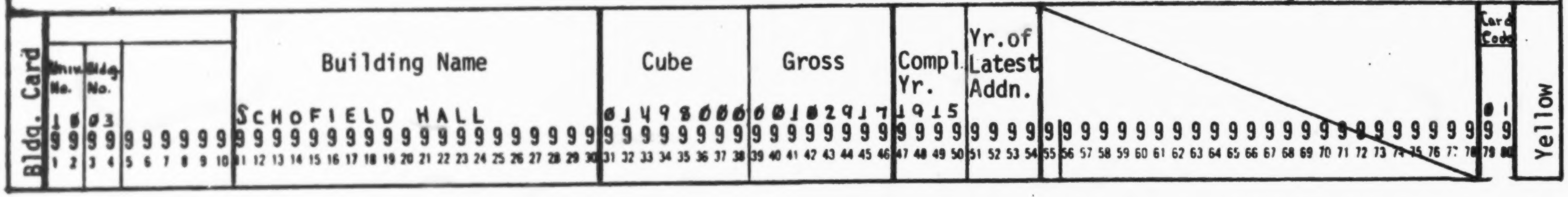
51-54 - Year of latest addition - leave blank if it does not pertain.

55- - T in this column indicates a temporary facility - otherwise leave blank.

56-78 - Blank field.

79-80 - Ø1

Sample Card

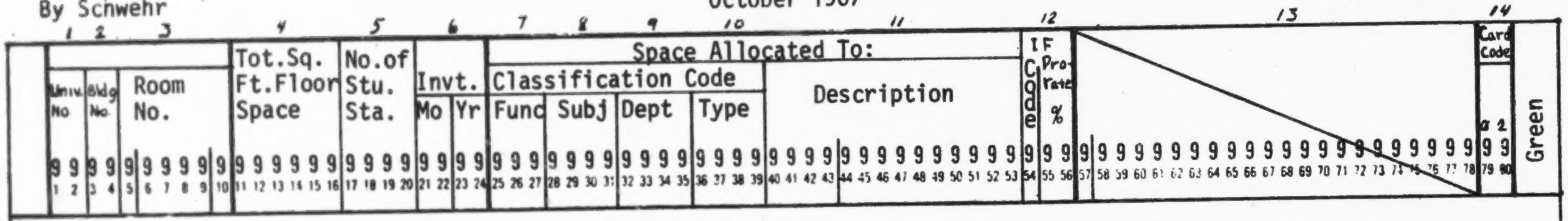

Bldg. Card
Univ. No.
Bldg. No.
Building Name
Cube
Gross
Compl. Yr.
Yr. of Latest Addn.
Card Code
1 Ø
Ø3
SCHOFIELD HALL
Ø1498ØØØ
ØØ1Ø2917
1915
Ø1
Yellow

02 - ROOM CARD LAYOUT (GREEN)
FOR INVENTORY AND UTILIZATION

By Schwehr

October 1967

Sheet No. 4


1
2
3
4
5
6
7
8
9
10
11
12
13
14
Univ No
Bldg No
Room No.
Tot.Sq. Ft.Floor Space
No.of Stu. Sta.
Invt.
Mo
Yr
Space Allocated To:
Classification Code
Func
Subj
Dept
Type
Description
IF Code
Pro-rate %
Card Code
02
Green

02 Room Card - 1 card for each room within each building.

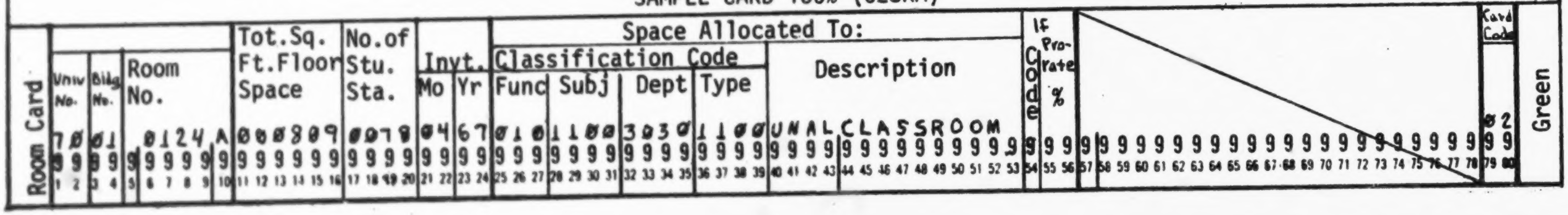
Columns

1- 2 - Same as cards 00-01.
3- 4 - Same as card 01. (Code number assigned to each building. Justify right to left, 0 in any blanks)
5-10 - Room number. Justify right on column 9 for numeric codes. Only columns 5 and 10 may be alphabetic. (Example: #1 is 0001, #1A is 0001A, #B1 is B0001, #101A is 0101A.) Columns 6-9 must be filled. Place 0's in any blanks. 0's are *not* needed in alpha columns 5 and 10.
11-16 - Total square feet of floor space whether prorated or not. Justify right. 0's in blanks.
17-20 - Give number of student stations for classrooms and laboratories, number of occupants for office, seating capacity in conference room and reading rooms, auditorium, pool and gym, food service facility, etc.
21-24 - Month and year information is being gathered. (05/67)

25-27 - Function)
28-31 - Subject)
32-35 - Department)
36-39 - Type)
Use appropriate classification according to definition. Always show *major* or *prime* use of room first. If room is unallocated instead of being assigned to a department, use appropriate code. 03 cards will be filled out for prorated rooms.

40-53 - Description (40-43 abbreviate department name)
(44-53 give room type---classroom, class laboratory, office, storage, etc.)
54-56 - Use only if room is prorated. Otherwise leave blank. (Example of 100% rooms below)
57- - T in this column indicates temporary use. (Example: conference room used temporarily as an office or classroom). Otherwise leave blank.
58-78 - Blank field. This is an open field and may be used for internal use if desired.
79-80 - 02

SAMPLE CARD 100% (CLSRM)


Room Card
Univ No.
Bldg No.
Room No.
Tot.Sq. Ft.Floor Space
No.of Stu. Sta.
Invt.
Mo
Yr
Space Allocated To:
Classification Code
Func
Subj
Dept
Type
Description
IF Code
Pro-rate %
Card Code
70
01
0124A
000809
0078
04
67
010
1100
3030
1100
UNAL
CLASSROOM
02
Green

03 - PRORATED ROOM CARD LAYOUT (RED)
FOR INVENTORY AND UTILIZATION

By Schwehr | October 1967 | Sheet No. 5

	Univ No.	Bldg No.	Room No.	Tot.Sq. Ft.Floor Space	No.of Stu. Sta.	Invt. Mo	Invt. Yr	Space Allocated To: Classification Code Func	Subj	Dept	Type	Description	Code	If Pro-rate %		Card Code	
	1	2	3	4	5	6		7	8	9	10	11	12		13	14	
Room Card	1 2	3 4	5 6 7 8 9 10	11 12 13 14 15 16	17 18 19 20	21 22	23 24	25 26 27	28 29 30 31	32 33 34 35	36 37 38 39	40 41 42 43 44 45 46 47 48 49 50 51 52 53	54	55 56	57–78	79 80	
Room Card	50	07	0026	000495	0002	04	67	040	9040	2301	3140	LIBR OFFICE	1	60		02	Green
Room Card	30	07	0026	000495	0000	04	67	040	9040	2301	4400	LIBR CATALOG	2	40		03	Red
Room Card	80	02	0309	001400	0026	04	67	010	3300	3122	2100	CHEM ORG+PHCLLB	1	75		02	Green
Room Card	80	02	0309	001400	0026	04	67	020	3300	3122	2500	CHEM ORG+PHCLLB	2	25		03	Red

1-24 - Same as 02 cards. If 17-20 does not apply to 03 card, place 0's in field.

25-56 - 02 card - Give primary use of room, 1 in column 54, and % to that classification in 55-56.
03 card - Show secondary use, 2 in column 54, and % to that classification in 55-56. If room has a 3-way split, next card would show 3 in column 54, and % to that classification in 55-56. The sum of all 02 and 03 cards for one room must equal 100% in columns 55-56.

57-78 - Blank field. (If this is a temporary use of room, place a T in column 57)

79-80 - 02 or 03 depending upon primary or secondary use.
No 03 card will be accepted without an 02 card.

Sample as prepared by:
WSU-Eau Claire 10 (1-2)

Bldg. ____________________
No. _______(3-4)

ROOM CARD WORKSHEET
Sheet No. 6
Inventory taken by ________________________

Change ☐
New ☐
Worksheet No. ___ of ___

3			4	5	6		7	8	9	10	11		12		13		14
Room No.			Total Sq. Ft. Floor (11-16)	* Number of Student Station (17-20)	Inven. Date (21-24)		Space Allocated To						Prorate		T Temp. (57)		*3 Card Code 02 or 03 (79-80)
							Classification Codes				Description		*1	*2			
Alpha (5)	Num-eric (6-9)	Alpha 10			Mo.	Yr.	Function Code (25-27)	Subject Field (28-31)	Dept.No. Code (32-35)	Room Type Definition Code (36-39)	Dept. Alpha Abbrev. (40-43)	Room Type 10 Spaces only (44-53)	Code (54)	% (55-56)			

* Also number of staff, library volumes, etc.

*1 Use only if room has multiple uses - major use is Code 1, succeeding % are 2,3,4,5, etc.

*2 Use only if room has multiple uses - show % of use as 75%, 25%, etc.

*3 Use only if room has multiple use - normally A-02, if room prorated, major first use will be 02 code succeeding cards 03

B. Utilization

B. UTILIZATION

Introduction

Once the assignable square feet of floor space available for classrooms, laboratories, etc., for each building at a given university has been established, it is necessary to know how these facilities are presently being utilized in order to predict the required needs for future enrollments. These needs are presently based on the contact hours which each student spends in a particular type room in a particular department. Thus, it is necessary to know the accurate number of student contact hours for each university.

The utilization of regularly scheduled classrooms and laboratories is used as a yardstick to indicate whether the present facilities are being used to capacity. In educational institutions, it is not possible to obtain the degree of efficiency that is reached in industry because of the wide number of variables. Students have many elective courses beyond the required curriculum, enrollments may drop unexpectedly due to a change in entrance requirements, economic situation, war-time draft policies, etc. Therefore, the Coordinating Committee for Higher Education in Wisconsin set up standards for classroom and laboratory utilization which, if attained, would indicate a need for further facilities in a specific area. Utilization is only based on the scheduled use, and it is felt that the standards allow sufficient time for individual or make-up use of labs. The present standards are:

	Prds. per wk.	% Stu. Sta. Occ.
Classrooms	30	67
Laboratories	24	80

The current trend among physical facilities experts throughout the country is a de-emphasis on utilization standards with a sharper focusing on student and faculty contact hours. The present revised method of recording inventory and utilization data reflects the belief that the number of class hours, or contact hours required by each student in a particular type course (whether it be regular scheduled sections, or on an individual or irregularly scheduled basis), more truly indicates facility needs. Therefore, the laboratories are now divided into three types: regularly scheduled, irregularly scheduled group labs, and self-study labs. An accurate tabulation of a typical week's use of some rooms will be required to provide a more complete accounting of student contact hours.

On the following pages you will find an 04 card layout for reporting utilization data and the accompanying instructions. A worksheet is also included for recording data prior to putting it onto the cards.

Instructions

Accuracy in reporting the required data and *checking* on the departmental level are essential in order to obtain the desired information. Unfortunately, all this requires "time" which we somehow never seem to have in abundance.

Class use of rooms should be taken after *two full weeks of scheduled classes*. It is assumed that the majority of class changes would be consummated by this time. Prompt reporting of any drops or changes in courses, or room assignments to the registrar's office is essential to avoid many conflicts in room use.

Report the scheduled class sections on the 04 card. One card will be required for each section for each period.

Columns 1-10 must be *identical* on the room card (02 or 03) and the class card (04). Both of these cards are used for the utilization computer program. If there has been a change in room use since the inventory deck was sent in, please revise inventory card accordingly. No class card will be accepted without a corresponding room card. The planning office or physical facilities office at each institution should cross check for any changes in room assignments.

In columns 11-14 indicate the number of students enrolled in the course at the *end* of the first two weeks. In the case of a Special-Class Lab, it may be necessary to have a separate card each period of the day, each day of the week because the number of students may vary from day to day for the same courses.

Department number and name in columns 15-22 are four digits according to the codes and abbreviations on pages 49-51. Indicate one course number and one section number in columns 23-30 for each card. Additional numbers may be placed in the blank field 64-78 if this would be helpful for internal use.

One card may be used for one room, if course 121, sec. 1 with 24 students meets on M, T, TH, at 8:00 AM (31-36). If this course and section meets in a different room one period this would require a separate card. A new card will also be required if some sections are combined. If the length of period is lengthened one day a week, as may be required to better utilize room or faculty time, a separate card will be needed for this section also.

050 indicates a 50 minute period, 090 a 1 1/2 hour class, and 025 a half-hour class, etc. Show exact length of period.

Use 0-24 for the hour of day (40-43) column. For example 7:00 AM is 0700, 7:00 PM is 1900, 3:30 PM is 1530, etc.

In columns 44-67, the instructor's name and number are given. Use the instructor's number as assigned by your institution or the social security number. Place 0's in any blanks in number column, not necessary in name column. This information may be useful for faculty load studies.

Column 68 - Place an M in this column if more than one course or section is scheduled for this room at the same time. Leave blank if it does not apply. Any two cards for the same period, the same day of the week will be considered a duplicate (error) unless properly coded with an M to indicate this is a multiple section.

Column 69 - If room is prorated, place 1, 2, 3 etc. in this column to indicate to which room card this applies. Otherwise leave blank.

Columns 70-78 - Blank Field.

Columns 79-80 - 04 in this field. Color code is orange.

04 - CLASS CARD (ORANGE)
FOR UTILIZATION

By Schwehr

October 1967

Sheet No. 7

Class Card	Univ No.	Bldg No.	Room No.	No. of Stu. Enrol	Dept. No.	Dept. Name	Course No.	Sec. No.	Days of wk.						Leng of Prd.	Hr. of Day	Instructor					Card Code	Orange
									M	T	W	Th	F	S			Name	Number					
	9 9	9 9	9 9 9 9 9 9	9 9 9 9	9 9 9 9	9 9 9 9	9 9 9 9 9	9 9 9	9	9	9	9	9	9	9 9 9	9 9 9 9	9 9 9 9 9 9 9 9 9 9 9 9 9	9 9 9 9 9 9 9 9 9 9 9	9	9	9 9 9 9 9 9 9 9 9	9 9	
	1 2	3 4	5 6 7 8 9 10	11 12 13 14	15 16 17 18	19 20 21 22	23 24 25 26 27	28 29 30	31	32	33	34	35	36	37 38 39	40 41 42 43	44 45 46 47 48 49 50 51 52 53 54 55 56	57 58 59 60 61 62 63 64 65 66 67	68	69	70 71 72 73 74 75 76 77 78	79 80	

04 - Class Card. One card for a course for *each period* of the day. (Ex. Biol. 104, sec. 4 meets T., Th., 2 prds. at 9 and 10 o'clock.)

Columns

1- 2 University Code - use 2 digits. 3-4 Building No. - justify from right, place 0 in any blanks.
5-10 Same as 02 and 03 cards. Columns 5 and 10 are for alpha only. Leave blank if there is no letter prefix or suffix. Numeric in 6-9. Justify from right. 0 in all blanks of 6-9. (Identical to room inventory card)
11-14 Number of students enrolled in the course. Justify from right. 0's in all blanks.
15-18 Department Code (See Coding Sheet) 19-22 4-letter abbreviation for dept. name. See page 49.
23-27 Course Number 28-30 Section No. Justify right, 0's in any blanks.
31-36 Place 1 for each day of the week the course is held. Leave others blank.
37-39 Length of Period-Give exact length of class period in minutes. (50 min. class is 050, 1 1/2 hr. class is 090, 2 period sec. is 100)
40-44 Hr. of Day-Indicate the exact starting time. (7:45 AM is 0745, 10:30 AM is 1030, 1PM is 1400, 7 PM is 1900)
45-56 Instructor's name. Justify left. 57-67 Instructor's no., if used by your school or Social Security No. (0's in any blanks)
68- Place an M in this column if more than one course or sec. is held in this room at the same time. Otherwise leave blank.
69- If room is prorated, indicate 1, 2, 3, etc. depending upon which prorated card this utilization applies to.
70-78 Blank Field 79-80 04

SAMPLE CARD

Class Card	Univ No.	Bldg No.	Room No.	No. of Stu. Enrol	Dept. No.	Dept. Name	Course No.	Sec. No.	Days of wk.						Leng of Prd.	Hr. of Day	Instructor					Card Code	Orange
									M	T	W	Th	F	S			Name	Number					
	30	04	A 0206	0012	3117	BIOL	00104	004		1		1			100	1000	BROWN	34601205607				04	
	9 9	9 9	9 9 9 9 9 9	9 9 9 9	9 9 9 9	9 9 9 9	9 9 9 9 9	9 9 9	9	9	9	9	9	9	9 9 9	9 9 9 9	9 9 9 9 9 9 9 9 9 9 9 9 9	9 9 9 9 9 9 9 9 9 9 9	9	9	9 9 9 9 9 9 9 9 9	9 9	
	1 2	3 4	5 6 7 8 9 10	11 12 13 14	15 16 17 18	19 20 21 22	23 24 25 26 27	28 29 30	31	32	33	34	35	36	37 38 39	40 41 42 43	44 45 46 47 48 49 50 51 52 53 54 55 56	57 58 59 60 61 62 63 64 65 66 67	68	69	70 71 72 73 74 75 76 77 78	79 80	

Class Card	Univ No.	Bldg No.	Room No.	No. of Stu. Enrol	Dept. No.	Dept. Name	Course No.	Sec. No.	Days of wk.						Leng of Prd.	Hr. of Day	Instructor					Card Code	Orange
									M	T	W	Th	F	S			Name	Number					
	30	04	A 0206	0024	3117	BIOL	00104	001	1						050	0830	BROWN	34601203607				04	
	9 9	9 9	9 9 9 9 9 9	9 9 9 9	9 9 9 9	9 9 9 9	9 9 9 9 9	9 9 9	9	9	9	9	9	9	9 9 9	9 9 9 9	9 9 9 9 9 9 9 9 9 9 9 9 9	9 9 9 9 9 9 9 9 9 9 9	9	9	9 9 9 9 9 9 9 9 9	9 9	
	1 2	3 4	5 6 7 8 9 10	11 12 13 14	15 16 17 18	19 20 21 22	23 24 25 26 27	28 29 30	31	32	33	34	35	36	37 38 39	40 41 42 43	44 45 46 47 48 49 50 51 52 53 54 55 56	57 58 59 60 61 62 63 64 65 66 67	68	69	70 71 72 73 74 75 76 77 78	79 80	

PHYSICAL FACILITIES UTILIZATION
Date____________________

University Number____________

University____________
Building ____________
Sheet No. 8
Card Code Ø4

CLASS CARD WORKSHEET

Bldg. No.	Room No.	No. of Stud. Enrolled	Dept. No.	Dept. Name	Course No.	Sec. No.	31 DAYS 36						Lgth of Period	Hour of the Day	Instructor	
3-4	5-10	11-14	15-18	19-22	23-27	28-30	M	T	W	Th	F	S	37-39	40-43	44 Name 56	57 Number 67

PART III. DESIRED OUTPUT

A. Introduction

PART III. DESIRED OUTPUT

A. INVENTORY

1. Room by Room Numerical Listing by Building for Each University (Heading giving Date, Name of University, Building Name and Number)
   - a. Room Number
   - b. Description (Department - Type)
   - c. Total Square Feet of Floor Space
   - d. Square Feet Per Student Station
   - e. Allocation of Space by Code (Function, Subject Field, Department, Type)
   - f. Per Cent Assigned to that Description
   - g. Square Feet Assigned to that Description
   - h. Inventory Date
   - i. Temporary should be indicated if applicable

2. Summary of Space Allocation by *General Type* (Facility plus Service)
   - a. Building Summary (Date)
     - 1) Building (Name and Number)
     - 2) Year Completed - Year of Latest Addition
     - 3) Cube - Gross Area
     - 4) Type of Facility (Including Service) — Square Feet
       - 1000 - Classroom
       - 2000 - Class Laboratory
       - 2500 - Non-Class Laboratory
       - 3000 - Office
       - 4000 - Study
       - 5000 - Special-Use Facility
       - 6000 - General-Use Facility
       - 7000 - Supporting Facility
       - 8000 - Medical Care
       - 9000 - Residence
       - Total Assignable Square Feet (Permanent, Temp., residence and non-residence)
       - 0000 - Non-Assignable and Unassigned Areas
       - Net Square Feet (Assignable plus Non-Assignable)
   - b. University Summary - Number of Buildings
     - - Same as 3 & 4 of Building Summary
   - c. All Institutional Summary - No. of Universities
     - - Same as 3 & 4 of Building Summary

3. Summary of Space Allocation by *Specific Room Types*

   a. Building Summary (Date)

      1) Building Name and Number
      2) Year Completed - Year of Latest Addition
      3) Cube - Gross
      4) Detailed Analysis by Specific Room Type

Type of Fac. Code	Type	No. Rooms	Total Sq. Ft.	No. S.S.	Sq. Ft. Per Occ.
-----	----				
-----	----				
-----	----				
Total Non-Assign.					
-----	----				
-----	----				
-----	----				
Total Assignable					
Net Square Feet					

   b. University Summary - Number of Buildings
      - Same as 3 & 4 of Building Summary

   c. All Institutional Summary - Same as 3 & 4 of Building Summary
      - Number of Universities

4. Summary of Assignable Space Allocated by *Function, Subject Field, Department* and *Room Type*

   a. Each Building Broken Down By:

	Square Feet	No. S.S. or Occ.	Square Feet Per Occupant
Function			
Subject Field			
Department			
Room Type			
Subtotals for each classification			
Building Total by Summaries, Function, Subject Field, Department			

   b. Each University - Sum of Building Totals by Classification

   c. All Institutional- Sum of Each University Total by Classification

B. Utilization

B. UTILIZATION

1. Grid for Each Room (Classrooms, Class Laboratories, Special Class Laboratories, Self-Study Laboratories, Physical Education and Other Instruction)
    a. Classrooms
        1) Name of School, Name of Building, Room Number, Type of Room, Square Feet of Floor Space, Number of Student Stations, Square Feet Per Student Station, Proration
        2) Grid for Each Period of Day
        3) Faculty Contact Hours (Room Periods)
        4) Student Contact Hours (Sum of Room Periods x Enrollments)
            a - day
            b - combination (day and night)
        5) Summary of Room Giving:
            a - number of room periods per week
            b - student contact hours (day - comb.)
            c - potential station occupancy (room periods x student station)
            d - standard utilization (number of student stations x 30 x .67)
            e - per cent student stations used (student station occupancy ÷ student stations available during scheduled use)
    b. Class Laboratories
        Same as Classrooms
    c. Special Class Laboratories
        Same as Classrooms
    d. Self-Study Laboratories
        a and b only under 5
    e. Physical Education
        a and b only under 5
    f. Other
        a and b only under 5

2. Building Summary
    a. Summary by each Room Type Per Building (day - comb.)

Classrooms
Class Laboratories
Special Laboratories
Self-Study) room periods
Physical Education) contact hours
Other) only

2. Building Summary (cont.)

        1) Square Feet of Floor Space, Number of Student Stations, Square Feet Per Student Station, Number of Rooms

        2) Summary of Room Giving:

            a - number of room periods per week
            b - student contact hours (day - comb.)
            c - potential station occupancy (room periods x student stations)
            d - standard utilization (number of student stations x 30 x .67)
            e - per cent of student stations used (student stations occupied ÷ student stations available during scheduled use)

    b. Summary of Building (day - comb.)

        1) Same as under a
        2) Same as under a

3. University Summary

    a. By Room Type (day - comb.)

        square feet of floor space
        number of student stations
        number of rooms
        square feet per student station
        square feet per student enrolled
        number of room periods (total number)
        average room periods per week per room (room periods ÷ number of rooms)
        student contact hours (day - comb.)
        standard utilization (student stations x 30 x .67)
        potential station occupancy (room periods x student stations - day)
        per cent student stations used (day)

    b. Total (day - comb.)

        same as above

4. Total Number of Rooms of Various Sizes by Type (Class, Laboratory) Per Cent of Total Rooms in that Category (see page 112)

5. Number of Course Sections by Department by Ranges in Size - Number of 50-Minute Periods, Contact Hours Per Cent of Courses by Type by Ranges (see page 112)

6. Weekly Contact Hours by Department by Type Per Institution for Classrooms, Laboratories, Physical Education, Other

4a. Analysis by Capacity of Rooms

	Assign. Sq. Ft.		No. Rooms		Per Cent of Total Rooms		Total No. Combined	Per Cent Combined
	Clrm.	Labs	Clrm.	Labs	Clrm.	Labs		
1- 10								
11- 20								
21- 30								
31- 40								
41- 50								
51- 75								
76-100								
101-150								
151-200								
201+								
Total								

5a. Class Sections by Department by Size (then Totals)

	No. Sec.		% of Total Sections		Comb.
	Clrm.	Lab	Clrm.	Lab	
1- 10					
11- 20					
21- 30					
31- 40					
41- 50					
51- 75					
76-100					
101-150					
151-200					
201+					
Total					

7. Weekly use of Rooms by *capacity*, (*room periods*, per cent student station occupancy, average square foot per station)

    1-10
    11-20
    21-30
    31-40
    41- 50
    51- 75
    76-100
    101-150
    151-200
    201

8. Per Cent of Room Periods used each Period of Day for 100% Classrooms, 100% Laboratories (by Type)

9. Per Cent of Student Stations used each Period of Day for 100% Classrooms, 100% Laboratories (by Type)

PART IV. USE OF INVENTORY AND UTILIZATION DATA

A. Inventory

B. Utilization

C. Contact Hours

D. Ultimate Goals

PART IV. USE OF INVENTORY AND UTILIZATION DATA

Utilization figures should be merely a guide to be used by various personnel on campus to indicate the adequate use of present facilities. With the implementation of irregular scheduling and individualized study stations, assignable square feet per department, assignable square feet per student enrolled, and assignable square feet per contact hours appear to be a more accurate means of measuring building needs for future predicted enrollments.

A. INVENTORY

Know present areas -

- total areas now usable in each building by type of space by each department
- future areas needed to handle present and projected enrollments as well as expanded curricula (Departmental needs by type of space can be more accurately projected with accurate data showing present use. Must also consider expanded programs and new concepts.)
- studies are used to develop priority lists to submit to: the Boards of Regents, Coordinating Committee for Higher Education, Wisconsin State Building Commission and the State Legislature

B. UTILIZATION

Affected by -

- total rooms and student stations available
- scheduling of sections to room size
- number of students electing various subjects

Room Period and Utilization Use

1. Standards set by Coordinating Committee of Wisconsin easily attainable (24-80 labs, 30-67 clsrm.) by *general departments* and still allows time for students individual use.
2. Square feet per student station *must* be considered concurrently with room period use.
3. More area cannot be expected if present facilities are standing idle. If rooms and student stations are provided for daytime use, these same will be available for night use.
4. Special areas cannot expect maximum utilization but are necessary for the curriculum. They should be scrutinized as to the possibility of multiple use.

5. By analyzing utilization by room capacity, it is possible to predict which size rooms are most urgently needed. Caution: you must also anticipate future changes in curriculum and methods of teaching.
6. By comparing the number of class sections of various sizes to the number of rooms available of various sizes, as well as the present utilization of these rooms, a more accurate projection of anticipated needs is possible.
7. The registrar's office as well as the campus planners should closely scrutinize the available space to obtain the most effective use.

C. CONTACT HOURS

Know total student and faculty contact hours -

- by comparing this to enrollment - good indication of completeness and accuracy of reporting present use of facility
- contact hours and assignable square feet by department should be used in planning buildings needs for various disciplines
- this should also be used by planners on campus in allocating space to various departments

D. ULTIMATE GOAL

- *Most efficient use of faculty and facilities to effectively meet the institutional goals in order to teach a specific number of students* should be the aim in scheduling.
- Request new facilities *only* when the quantity or quality or the existing space will not adequately support the existing or future enrollments and educational goals of the institution.